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ABSTRACT

The All-University Faculty Information Bulletin for 1974 for the University of Minnesota describes the university; its organization and administration; the duties and privileges of the faculty; faculty personnel information; teaching policies and procedures; student services; university resources including research and study facilities, publications, and support facilities and staff; and the university administration and organization. The supplement provides similar information more specifically concerning the Twin Cities Campus. (JMF)

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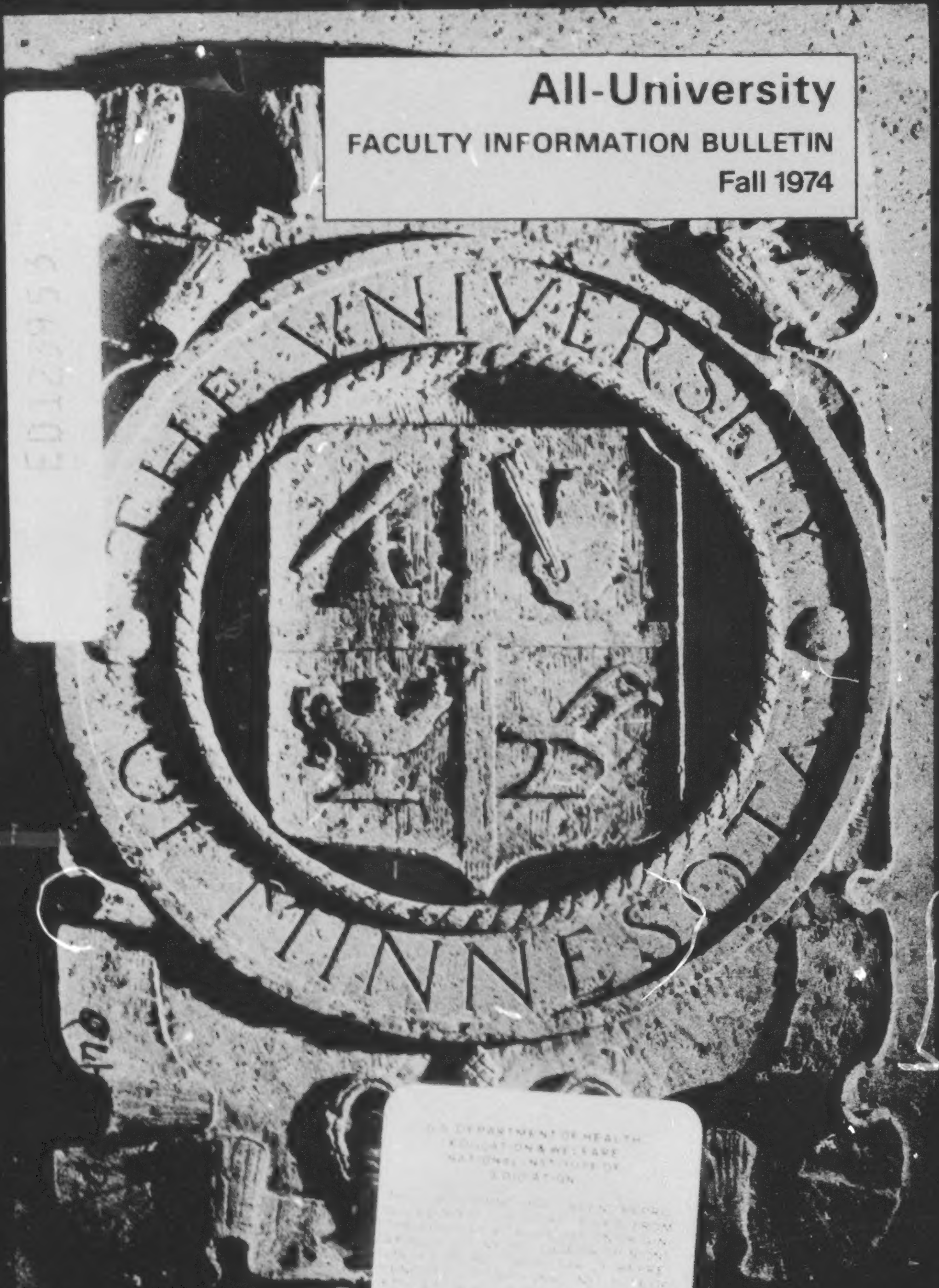
# All-University

## FACULTY INFORMATION BULLETIN

Fall 1974



U.S. DEPARTMENT OF HEALTH,
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NATIONAL INSTITUTE OF
EDUCATION
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## PRESIDENTS OF THE UNIVERSITY

| | |
|---|---|
| William Watts Folwell | 1869-1884 |
| Cyrus Northrop | 1884-1911 |
| George E. Vincent | 1911-1917 |
| Marion L. Burton | 1917-1920 |
| Lotus D. Coffman | 1920-1938 |
| Guy Stanton Ford | 1938-1941 |
| Walter C. Coffey | 1941-1945 |
| James Lewis Morrill | 1945-1960 |
| O. Meredith Wilson | 1960-1967 |
| Malcolm Moos | 1967-1974 |
| C. Peter Magrath | 1974- |

## EQUAL OPPORTUNITY

The Board of Regents has committed itself and the University of Minnesota to the policy that there shall be no discrimination in the treatment of persons because of race, creed, color, sex, or national origin. This policy is particularly applicable in the recruitment and hiring of members of the faculty and staff and in promoting the academic pursuits of all students at both undergraduate and graduate levels. Individual faculty members are expected to support the development of affirmative action programs to ensure a proper ethnic balance among the students and staff of their departments.

*All-University Faculty Information Bulletin*, 1974 edition. Prepared by the Department of University Relations, S-68 Morrill Hall, University of Minnesota, Minneapolis.

Dear Faculty Member,

These words of welcome are especially intended for faculty members who are, as I am, new to the University of Minnesota.

This is an exciting and diverse university, and, naturally, it has its share of both problems and opportunities. The basic commitment is, however, clear: the University of Minnesota is a place for learning, for teaching, and for trying to understand – so that people can lead better and more fulfilling lives.

As a newcomer myself, I have read the *Faculty Information Bulletin* profitably as a source of information and guidance. I hope that you will take the time to do so, and I also know that the Department of University Relations would welcome any comments or observations you might make as to how the bulletin could be improved.

Because our university is so inescapably large and diverse, we will, in many cases, perhaps not become well acquainted. In fact, many of the faculty members working in such a large and statewide university do not come to know each other personally. Although this is regrettable, I am encouraged by the thought that our very large size provides an opportunity for many uniquely talented individuals to help students and to further the discovery and application of knowledge. This is a difficult endeavor, but it is one of the most important missions in a troubled and often unhappy world.

I am glad that you will be providing your professional talents to the University of Minnesota, and I sincerely hope that your stay here will prove to be both pleasant and professionally productive.

Cordially,

C. Peter Magrath

C. Peter Magrath
President

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# I. The University

On December 22, 1869, William Watts Folwell delivered his inaugural address as the first president of the University of Minnesota. With a prophetic look at the future, he foresaw a great "federation of schools" – the modern university with its vast educational scope. He forecast a university "not merely from the people, but for the people."

The University was chartered in 1851, seven years before the territory of Minnesota became a state. It began as a preparatory school, was beset by financial crises during its early years, and was forced to close during the Civil War. During this difficult time, John Sargent Pillsbury began the long and dedicated service that won him respect as "the Father of the University." As University Regent, state Senator, and later Governor, he led the University out of its financial problems and set it on the road to greatness.

In 1869, when the University reopened its doors and President Folwell gave his farsighted inaugural address, there were only nine faculty members and eighteen students. Two students were graduated at its first Commencement in 1873. Today, the visionary's dream has become a fact. The University has grown into a major center of education, creative scholarship, research, and service. It is one of the largest universities in the United States, with an enrollment of nearly 50,000 full-time and part-time students in its statewide degree-granting colleges and schools. Its administrators and faculty members are constantly adapting to accommodate the student body and to meet the demands of a society experiencing revolutionary change.

The University has won affection, support, and respect in the state. State residents make up approximately 95 percent of the University's undergraduate enrollment and over 50 percent of its graduate enrollment. About a third of the state's college students attend the University of Minnesota, and thousands of other Minnesotans benefit each year from its extension courses, adult education seminars, short courses, and a multitude of University services.

The University is statewide. The University of Minnesota, Twin Cities, offers the full range of academic and professional degrees, from Associate in Arts through Doctor of Philosophy. The University of Minnesota, Duluth, a part of the University system in northeastern Minnesota since 1947, offers undergraduate and graduate academic programs, a variety of preprofessional programs, and professional programs in social work, medicine, and dental hygiene. The University of Minnesota, Morris, which opened in western Minnesota in 1960, is the site of a unique public liberal arts program offered in a small-college setting; it provides undergraduate and preprofessional academic programs. The University of Minnesota Technical College, Crookston, which opened in northwestern Minnesota in 1966, and the University of Minnesota Technical College, Waseca, which opened in southern Minnesota in 1971, provide up to two years of general, paraprofessional, and technical education, primarily in agriculture-related fields.

Other important parts of the statewide University are the Hormel Institute in Austin; the Mayo Graduate School of Medicine in Rochester; the Lake Itasca Forestry and Biological Station in Itasca State Park; the Freshwater Biological Institute at Navarre; the Cloquet Forestry Center; the Cedar Creek Natural History Area near Bethel; the Rosemount Research Center; the Horticultural Research Center at Excelsior; the Landscape Arboretum near Chaska; the Research and Field Studies Center at Duluth; the Continuing Education and Extension centers at Rochester, Duluth, and Morris; the University Without Walls programs on the Twin Cities and Morris campuses; and the agricultural experiment stations at Rosemount, Crookston, Grand Rapids, Lamberton, Morris, and Waseca. A University-affiliated private undergraduate medical school is operated by the Mayo Foundation in Rochester.

The University is supported by appropriations from the state Legislature; by student tuition and fees; by federal and other research grants; by proceeds from sales, service, and auxiliary enterprises; by gifts, grants, and contracts from corporations, foundations, individuals, and others; and by income from investment of its permanent endowment funds and operating balances.

The University's early growth and progress were stimulated by the Morrill Act of 1862 – the famous land-grant act passed by the Congress of the United States – from which the University still gains strength and prestige.

The people of Minnesota recognize the significance of their University in the life of the state, the nation, and American higher education. Every distinction that comes to the University comes to the people of Minnesota as well. Knowledge transcends state boundaries, and the University has made and continues to make a distinguished contribution to national and international scholarship and to research in the arts, sciences, and professions.

# II. Organization and Administration

## BOARD OF REGENTS

The Board of Regents is the governing body of the University. Its chief responsibilities are election of the Chancellor, enactment of rules, regulations, and policies governing the University; control of University expenditures; and approval of all staff changes. (The term President is commonly used instead of Chancellor.)

The 12 Regents are chosen by the state Legislature. Although not required by statute, it is customary to elect one Regent from each of Minnesota's eight Congressional districts and four from the state at large. They serve without pay for six-year terms. Vacancies occurring when the Legislature is not in session are filled by the Governor. (Current members of the Board are listed in section IX.)

The Chancellor of the University is ex officio President of the Board of Regents. From its membership, the Board elects a chairman and a vice chairman. The Board also elects a secretary and a treasurer from outside its membership. All officers, with the exception of the Chancellor, are elected for a two-year period.

The Board meets in regular session once each month. Much of the business considered by the Board is first reviewed by one or more of its seven committees, which regularly precede monthly Board meetings. The seven committees are Budget, Audit, and Legislative Relationships; Educational Policy and Long-Range Planning; Faculty, Staff, and Public Relationships; Health Sciences; Physical Plant and Investments; Student Concerns; and Executive. Dates of Board meetings are announced well ahead of time in the Official Daily Bulletin, which is published in the *Minnesota Daily* (the Twin Cities campus student newspaper) when classes are in session and as a special bulletin during quarter breaks. The dates are also announced at the Crookston and Waseca campuses in their weekly campus calendars and in *Brief*, the weekly newsletter for faculty and staff on all campuses. Materials for consideration by the Board are usually submitted through the office of one of the vice presidents and then through the office of the secretary to the Board.

## ADMINISTRATIVE OFFICERS

The President of the University is responsible to the Board of Regents. He is the chief executive officer of the University and is the representative of the faculties and the University Senate to the Board of Regents.

Six vice presidents, appointed by the President, divide the responsibilities of administering the University into six areas: academic administration;

administrative operations; finance, planning, and operations; health sciences; institutional planning and relations; and student affairs.

Current administrative officers are listed in section IX.

## THE UNIVERSITY SENATE

The University Senate is the voice of the statewide University faculty and students. It has legislative control over educational matters concerning the University as a whole but not over the internal affairs of any individual college, institute, or school, except where these overlap or materially affect the interests of other colleges or of the University as a whole.

The University Senate delegates authority and responsibility to campus assemblies in educational matters concerning but one campus of the University. Each campus determines its own assembly and adopts its own constitution and bylaws, which are consistent with the constitution and bylaws of the Senate.

The Senate meets at least once in each quarter of the academic year, at a time and place determined by the President. Special meetings may be called by the President, at the request of the Consultative Committee, or at the written request of ten members of the Senate.

The Senate is composed of elected representatives of the various schools and colleges, as well as the President and the members of the Administrative Committee, who are ex officio nonvoting members. The elected members are chosen by secret ballot by faculty members with the rank of instructor and above in the several schools and colleges. Each college has at least one senator; one additional Senate member is chosen for each 20 faculty members or major fraction thereof. Each Senate member also serves on the assembly for his campus. Office is held for three years.

Student representation on the Senate began in 1969. Provision is made for the handling of some issues by the faculty component alone and others by the student component alone.

Senate agenda and minutes are sent to all faculty members eligible to vote for senators. Faculty members who are not senators may attend Senate meetings and participate, at the discretion of the Senate, except for voting. In advance of each Senate meeting, the docket is published in the *Minnesota Daily*.

The President of the University is chairman of the Senate. He may suspend action taken by the Senate or any college faculty and ask for reconsideration of such action. If the President and the Senate or college faculty do not reach agreement, the question may be appealed to the Regents by the President, the Senate, or the college faculty.

The vice chairman is elected by the Senate from its membership at the first meeting of the spring quarter of each academic year. The clerk of the Senate and the parliamentarian, who need not be members, are appointed by the President with the consent of the Senate.

**A Senate committee** is any committee to which the University Senate delegates responsibilities in broad areas of University concern and whose responsibilities are deemed so important, and the permanent continuity of whose activities is so essential to total Senate government and University affairs, that the Senate establishes it under the bylaws. There are the following Senate committees: Academic Standing and Relations, Administrative, Committees, Consultative, Educational Policy, Faculty Affairs, Judicial, Library, Research, and Resources and Planning.

**University committees** are standing committees created by the University Senate and assigned a relationship and responsibility to appropriate Senate committees. Each University committee will concern itself with policy matters designated by the University Senate or referred to it by the responsible Senate committee, and within its area of responsibility may initiate studies and policy proposals for consideration by the Senate committee and the University Senate.

The following descriptions of Senate and University committees are abbreviated. More information about the committees may be found in the "Handbook: A Compilation of Rules and Operational Procedures." Copies of the handbook and of the Senate constitution and bylaws are available on request from the clerk of the University Senate.

**Senate Committee on Academic Standing and Relations**, which concerns itself with those policies on academic standing that are needed on a University-wide basis and with the relations of such policies to other educational institutions and systems of the state.

**Senate All-University Administrative Committee**, which is composed of the President, vice presidents, deans, and such other members of the University staff as may be added by the President and approved by the Senate. Committee members are *ex officio* members of the Senate. The committee advises the President about the general educational, administrative, and fiscal policies of the University and aids the President in putting the policies of the University into effect.

*University Committee on All-University Honors*, which receives from campuses, schools, colleges, and institutes nominations for various University honors, naming of buildings, and nominations for Outstanding Achievement Awards, and acts on those nominations.

*University Committee on Social Policy*, which considers and develops policies concerning the University's role in meeting social problems.

**Senate Committee on Committees**, which reviews the number and scope of all committees of the Senate and makes appropriate recommendations thereon.

**Senate Consultative Committee**, which is composed of nine elected members of the faculty, seven elected members of the student body, and the *ex officio* membership of the vice chairman of the University Senate. The elected faculty representatives comprise the Faculty Consultative Committee and the elected student representatives comprise the Student Consultative Committee. The Senate, Faculty, and Student Consultative Committees, meeting severally or together, serve as consulting bodies to the President.

*University Committee on Business and Rules*, which assists the Consultative committee, arranges the order of business for the Senate, prepares Senate agendas, prescribes rules of procedure, and serves as liaison among the Senate committees.

**Senate Committee on Educational Policy**, which seeks ways in which the total educational work of the University may be improved and makes recommendations appropriate to that end.

*Council on International Education*, which ensures that the international role and commitments of the University are clearly defined and periodically reviewed. Policies promote and facilitate enrollment of foreign students in the University, foreign study opportunities for Minnesota students, and the interchange of Minnesota and foreign faculty members.

*Council on Liberal Education*, which is responsible for formulating policy, subject to Senate ratification, establishing a floor requirement in liberal studies for all University curricula leading to the bachelor's degree.

*University Committee on All-University Extension and Community Programs*, which considers and recommends policies relative to extending the research and teaching resources of the University to the community and state.

*University Committee on Computing Facilities*, which reviews the University's academic computing facilities and their uses in the total University enterprise.

*University Committee on Instructional Materials and Media*, which formulates policies concerning the production, use, and distribution of educational equipment, materials, media, and techniques.

*University Committee on Summer Sessions*, which develops policy with respect to Summer Session and its relationship to the total academic program of the University.

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*University Committee on Educational Development*, which formulates detailed guidelines and operating procedures for the Educational Development Program.

*University Committee on University-ROTC Relationships*, which studies and makes recommendations on the relations between the University and the Department of Defense and the several military services.

**Senate Committee on Faculty Affairs**, which considers and reviews policies and procedures in the University that may concern the personal and professional welfare of the faculty.

*University Committee on Tenure*, which is responsible for proposing necessary additions and modifications to the regulations concerning faculty tenure. It also provides interpretations and opinions thereof.

*University Appeals Committee on Academic Freedom and Responsibility*, which makes recommendations to the President on appeals relating to questions of academic freedom and responsibility that have been filed with the President's Office and referred to the committee.

**Senate Judicial Committee**, which hears and determines cases principally involving the academic freedom rights of faculty. Cases concern either the dismissal of a tenured professor or, in the case of a nontenured professor, a dismissal or failure to rehire. The committee has an interim jurisdiction to determine certain grievances brought by present faculty members not involving termination.

**Senate Library Committee**, which considers and makes recommendations on library policy and administration.

**Senate Committee on Research**, which studies and recommends to the Senate policies with respect to research activities, facilities, and personnel.

*University Committee on Animal Care*, which studies and makes recommendations on the care and usage of animals in research.

*University Committee on the Use of Human Subjects in Research*, which conducts prior collegial review of proposed research involving human subjects and provides continuing supervision and advice with respect to approved projects of research involving human subjects, to assure the fullest protection of the rights and welfare of such subjects.

**Senate Committee on Resources and Planning**, which considers all matters that may affect the University's long-term development and makes appropriate recommendations to that end.

## CAMPUS ASSEMBLIES

Each campus of the University has a campus assembly with functions similar to those of the University Senate. Detailed information on the assembly at a particular campus can be found in the *Faculty Information Bulletin* supplement for that campus.

## THE GENERAL FACULTIES

The general faculty of each college is composed of the President of the University (the provost in the case of the coordinate campuses), the dean, associate and assistant deans, professors, associate professors, assistant professors (including research associates), and instructors (including research fellows). Each division giving instruction in another college may be represented on the faculty of that college by one or more members. Each faculty controls the internal affairs of its own unit, including entrance requirements, curriculum, instruction, examinations, grades, degrees, and disciplinary matters not under the jurisdiction of the Campus Committee on Student Behavior.

# III. Duties and Privileges of the Faculty

A faculty member serves the University in a variety of ways: as a teacher instructing students, as a scholar adding to the fund of human knowledge, and as a citizen contributing his special skill and knowledge through various forms of public service.

## TEACHING

The University emphasizes excellence in teaching. The first duty of every faculty member engaged in instruction is the communication of knowledge and values to students and the stimulation of their intellectual ability, curiosity, and imagination.

## RESEARCH

Research is the second strong emphasis of this institution, for programs that foster the interaction between teaching and research are a hallmark of a university. Extension of teaching and research activities to the community encompasses the major service activities of the University. The faculty member is aided in obtaining funds and facilities for research and is encouraged to contribute to the ever-expanding realms of human knowledge.

The Office of Sponsored Programs in the Graduate School Research Center offers assistance to faculty members seeking support for research (see Research Funds in section VII).

## PUBLIC SERVICE AND PROFESSIONAL COMMITMENTS

The faculty member is encouraged to contribute, within proper limitations, his special knowledge and skill to institutions and groups outside the University. To regulate faculty service outside the University, the Board of Regents has adopted the following policy restrictions:

> Faculty and general administrative officers are permitted to engage in recurring professional consulting and outside work or service activities, with or without compensation, provided: (1) that the time involved does not interfere with their capacity to carry out their teaching, research, service, and administrative responsibilities to the University, and (2) that the activities are related to their professional responsibilities and will serve to enhance their professional skills and knowledge. The following specific activities have been defined as recurring professional commitments: (1)

any connection with a business enterprise as owner, partner, officer, director, consultant, or agent; (2) the holding of any public office by election, appointment, or employment; (3) any connection with a professional association, educational institution, or foundation as a trustee, officer, lecturer, or representative. The writing of books or articles, or the giving of occasional speeches, lectures, single consultations, such as site visits and the like, have not been considered as "recurring professional commitments."

"Faculty and general administrative officers" include faculty members holding appointments at the rank of instructor and above (includes research fellows and research associates) for two-thirds time or more for an academic year, and deans, directors, department heads, and general administrative officers.

Prior to entering into any final commitment, the staff members as defined above must have the approval of the Board of Regents. For the Board's consideration, a President's form 14 must be submitted. Before submission to the Board the appropriate department head or chairman and dean, or heads of divisions and campus provost at the coordinate campuses, or the vice president for health sciences in the case of health science units, and the vice president for academic administration must indicate their approval on President's form 14.

While it is not possible to draw the line definitely between professional service of an expert or consultative character and routine professional work, policy does not permit University staff members to enter into ordinary competition in the various professional fields.

No member of the staff shall accept employment that shall bring him as an expert or in any other capacity into antagonism to the interests of the state of Minnesota.

The general restriction on a staff member's outside time commitments is that these should not exceed an average of one eight-hour day per seven-day week. (The eight hours need not be performed in a single calendar day.) The way in which this time is scheduled must, in the judgment of the department chairman, be compatible with the staff member's scheduled obligations to the department.

When outside consulting or service arrangements involve single blocks of time that last for a period of more than a day or two, and thereby interrupt a staff member's regular work schedule, the individual must consult with the department head or chairman to determine if the activities might more appropriately be managed within the University policy governing leaves of absence.

In every case where outside employment or affiliation is present, it is the policy of the Board of Regents that any Regent or employee of the University who makes an appearance, either in person or by way of a written communication, before any public body, commission, group, or individual, to present facts or to give an opinion respecting any issue or matter up for consideration, discussion, or action, shall announce, in a clear, complete, and honest manner, in addition to the position held at the University, that he speaks not as a representative of the University of Minnesota, but as a member of or a consultant for, and/or a paid employee of any person, club, corporation, or other organization for whom said Regent or employee acts as a consultant, member, or paid employee.

Every member of the staff who gives professional opinions must protect the University against the use of such opinions for advertising purposes. That is, when a member of the staff performs work in a private capacity, he must make clear to those who employ him that the name of the University is not in any way to be connected with the transaction.

No member of the staff who engages in consultation or other private practice shall use the official stationery of the University or give as a business address any building or department of the institution.

No member of the staff shall use University equipment or services for purposes of private practice without first obtaining approval (B.A. form 39) from the department head or chairman, dean, and the assistant vice president for business administration in the Office of the Vice President for Finance, Planning, and Operations, and the payment of a reasonable fee for the privilege enjoyed.

In order that the University may have clear records of continuing professional commitments, a system of annual reporting has been adopted.

The policy governing faculty consulting and outside work is currently under review by the University Senate. Any new policy formulated will be submitted to the Board of Regents for their consideration and action. Faculty members should confer with their department heads and deans before making any commitments.

Consultation and practice by faculty members in the medical sciences differ in several important respects from outside consulting activities by faculty members of other units of the University. A statement of policy, "Consultation

Practice in the College of Medical Sciences," was developed by the Board of Regents in cooperation with the Medical School to provide guidance.

## POLITICAL ACTIVITY

While staff members share with their fellow citizens the right to campaign for and to hold public office, it is expected that they will plan for an arrangement with the University that will accommodate the contemplated public service activities.

> It is expected that any staff member contemplating candidacy for elective political office or appointment to public office, where the duties of a campaign or the holding of the office would seriously interfere with the fulfillment of University responsibilities, will begin consultations with the appropriate collegiate and administrative units of the University. These consultations should focus on the question of whether or not temporarily suspending some portion of the staff member's responsibilities can be accommodated without serious impairment of the functioning of the department or unit of the University that is involved. Whenever it is feasible to do so, it is expected that a staff member will begin such consultations well in advance of the time period for which a temporary reduction in responsibilities or a leave of absence is requested.
>
> When a staff member is elected to a political office, e.g., to office in the state Legislature, which requires absence from University duties for continuous periods of time less than one year, it is anticipated that normal leave of absence procedures for a portion, or portions, of the year will accommodate the need to temporarily suspend the staff member's responsibilities to the University.
>
> Prior approval by the Board of Regents will continue to be required for any full or partial leave of absence.
>
> When a staff member is elected to political office requiring full-time service for a period of more than one year, e.g., to offices such as governor, United States representative, or United States senator, it is expected that he will resign from the University staff position after election.

The Board of Regents wishes, through this policy, to ensure the balance of public service with the University's primary obligation to staff and maintain its teaching programs, and, at the same time, to encourage public service, including the holding of political office. It is understood that the staff member's association with the University should not be misused in campaign activities or campaign literature.

For copies of Regents' policies, contact the Office of the Board of Regents.

## UNIVERSITY SERVICE

**Committees.** Faculty members can contribute to the University and help determine its policies by serving on University committees. The democratic government of the University is dependent on the contributions of all faculty members to committee activities. Accordingly, faculty members are encouraged to share in these activities and may contact the chairman of the Senate Committee on Committees or the Office of the President to indicate a desire to serve. There are four types of committees on which a faculty member may be asked to serve:

University Senate and Campus Assembly committees and subcommittees (see section II).

Special ad hoc committees, which consider problems that arise in two or more colleges.

Collegiate standing and special committees, which deal with the internal matters of a school or college.

All-University non-Senate standing and ad hoc committees, which are appointed by the President and deal with matters of all-University concern.

**Commencements.** Faculty members serve as marshals and faculty representatives at University commencements. For information on commencement ceremonies on a particular campus, check the *Faculty Information Bulletin* supplement for that campus or the University Relations office.

**Speakers Bureau.** All faculty members are invited to participate in the University Speakers Bureau; participation does not restrict staff members from making their own arrangements directly if they wish. The bureau will, if requested by the faculty member, negotiate speakers' fees and traveling expenses for engagements that are not considered public service. Faculty members interested in participating in the Speakers Bureau should contact the University Relations office on their campus. The *Guide to Speakers and Program Ideas* is described under Publications in section VII.

## COMMUNITY SERVICE AND EXTENSION EDUCATION

Public service and extension educational efforts by faculty members either in the name of the University or as private citizens is encouraged, and there are few areas of community service in which staff members are not involved. Civic organizations, political parties, and religious groups offer a variety of ways to increase the already substantial contribution the faculty member makes to society through his professional activity. Although not obligatory, active service benefits the community and strengthens the University's position in it.

Three University units are directly engaged in community service and extension activities. They are Continuing Education and Extension (CEE), the Agricultural Extension Service (AES), and the Center for Urban and Regional Affairs (CURA).

Channels of direct service to the community are provided through the community services coordinator in the Department of University Relations and several departments of Continuing Education and Extension. The teaching of correspondence courses and of evening and specially scheduled classes statewide is arranged by CEE, which also assists faculty members in contributing to the lectures and seminars offered in all disciplines in which the University can relate to the general public. Services to special sectors of the public, such as professional groups, government officials, low-income groups, cultural and artistic organizations, and others, provide faculty members with ways to exercise special skills in service to the community.

The Agricultural Extension Service has faculty in every Minnesota county and also in many University departments and colleges. Each county has a county extension agent, and most have extension home economists, representing the University locally. Extension programs are planned by local county-extension committees working with local agents and with campus-based faculty. AES staff and other cooperating faculty annually conduct more than 20,000 seminars, workshops, and meetings and participate in several thousand radio and television programs. In addition, faculty prepare hundreds of special publications and many news articles to carry out their programs. Covering much more than agriculture, AES programs also include family living and home economics, youth development and 4-H, community and resource development, communications, and marketing. These programs are provided not only in rural areas and towns but also to inner-city and other urban areas. Community and resource development programs rest on a broad range of disciplines from throughout the University.

Faculty members may also serve the community through the Center for Urban and Regional Affairs, which was established at the University to develop experimental pilot programs and coordinate urban and regional University programs in research, curriculum, and community services. New programs, where needed, are initiated by the center to support and broaden ongoing University urban and regional activities.

## ACADEMIC FREEDOM

The Board of Regents released a statement on academic freedom on December 14, 1963. Entitled "Freedom and the University," this statement received wide notice as a reaffirmation of the historic American concept of academic freedom. Copies of the full statement, which all staff members should read, may be obtained from the office of each dean or from the Department of University Relations. The statement says in part:

> It cannot be stated too strongly that the only atmosphere in which a university can fulfill its assigned role is the atmosphere of freedom. Nor is it surprising that in America, where free discussion is the first principle of our political faith, universities have flourished best and have made at the same time the most remarkable contribution to the public good. Those universities contributing most have been those which are most free . . .
>
> The student and the professor must live in an atmosphere where questioning is encouraged, where every alternative can be explored, where their free minds may be allowed to test the validity of each idea, and where they feel free to follow wherever truth may lead. Such a free atmosphere is not merely necessary to university freedom; it is also the way of life which we have a right to associate with America. To ask that the right of the university to this freedom be respected is not to ask for special privilege, but rather to ask for the opportunity to demonstrate the efficiency of the freedom in which we all believe and for which so many brave Americans have died. The most American activity of them all is to think, to speak, and to inquire freely. The un-American activity is to deny such freedom . . .
>
> Just as the atmosphere of freedom within a university is the best guarantee of productive and responsible instruction, so also is it the best guarantee that students will grow toward responsible citizenship. A free society calls for citizens well-schooled in the wisdom traditional to that society. It also calls for citizens accustomed to grappling with new ideas, to participating in the give-and-take of public discussion, and to assuming public responsibility for their own thinking. Students properly assert their right to learn the responsibilities of choice and decision which they must bear as citizens, and the free university properly provides the most appropriate setting for such learning . . .

> The university is of paramount importance to our nation because it seeks to bring the methods of reason to bear upon our problems – to find better means to public peace, as well as more effective ways to deter threats of violence which may be directed toward our nation. To do its rational work wisely, a university by its very nature requires freedom to inquire . . .
>
> The University, operating in an atmosphere of freedom, has made great contributions to the healthy, stable society of which we are all now so proud. We as Regents are satisfied that, to a very high degree, the faculty of the University and its administration understand the mission of the University and are using their freedom responsibly. We are satisfied that the existing agencies for enforcement of law and for protection of national peace and safety are alert and adequate to their tasks. We are also sure that the University officials are prepared to, and do, cooperate with them in assuring national safety. We are impressed by the great responsibilities related to national safety and prosperity that are continuously entrusted to University personnel, and we wish to take this opportunity to reaffirm our faith in the University and in the efficiency of freedom.

In December 1970, the University Senate also issued a statement on academic freedom and responsibility. Copies of this statement are available from the Department of University Relations.

## EQUAL OPPORTUNITY

The Board of Regents has committed itself and the University of Minnesota to the policy that there shall be no discrimination in the treatment of persons because of race, creed, color, sex, or national origin. This policy is particularly applicable in the recruitment and hiring of members of the faculty and staff and in promoting the academic pursuits of all students at both undergraduate and graduate levels. Individual faculty members are expected to support the development of affirmative action programs that will provide an ethnic and sex balance in their departments. The *Equal Employment Opportunity Manual* contains a full statement of policies and programs and is available through departmental offices or the Office of Equal Opportunity and Affirmative Action.

An equal opportunity statement must appear on all university publications. Contact the Office of Equal Opportunity and Affirmative Action for an appropriate statement for a particular publication.

# IV. Faculty Personnel Information

## FACULTY APPOINTMENTS

New staff members are recommended by the faculty and the dean of each individual college or school, reviewed by the vice president for academic administration, and approved by the President and the Board of Regents. After final approval, publicity regarding appointments may be released through the news service.

**Academic Personnel Records.** Each prospective faculty member receives a "Faculty Information Form," usually sent by the department head who is negotiating the offer of academic appointment. This form, with the original appointment and letters of recommendation, forms the nucleus of academic personnel records in the central files. The faculty member should notify the President's Office in writing whenever an addition to his academic or professional background occurs (e.g., additional academic degrees, honors, publications, or professional activities).

**Appointments.** All nonstudent academic appointees receive an annual Notice of Appointment confirming their titles, salaries, terms, and academic status. Certain terms of employment are designated by letter symbols:

(1) Appointment Period Symbols

A – Twelve months (July 1-June 30)
B – Academic year (September 16-June 15)
C – Special dates as noted
D – Six months (October 1-March 31)
E – Nine months (October 1-June 30)
F – Seven months (September 16-April 15)
G – Nine and one-half months (September 1-June 15)
K – Ten months (August 16-June 15)
M – Nine months (September 1-May 31)

(2) Tenure Identification Symbols

P – Continuous tenure conferred
N – Probationary track
C – Special contract
T – Temporary and nonregular

E – Special employment
R – Retired persons receiving retirement allowances

(3) Part-time/Full-time Symbols

O – Appointment is 100-percent time
H – Appointment is less than full time; followed by percentage figure.

**Regents' Policy on Nepotism (Academic Staff).** The University of Minnesota acts in accord with the public policy to encourage and foster, to the fullest extent practicable, the employment of properly qualified persons regardless of their age, race, creed, color, handicap, sex, or national origin or ancestry. In selecting persons for employment, no restriction is placed on hiring persons related through affinity or consanguinity. However, to avoid possible conflict of interest that could result from peer judgment, supervision, or administrative review procedures, a person so related must not participate in decisions to hire, retain, promote, or determine the salary of the other person, and must not be assigned substantive responsibility for work of the other person.

**Physical Examinations.** Before his appointment becomes fully effective, each new full-time regular instructor or assistant professor must pass a prescribed physical examination. This examination must be completed before the end of the first academic quarter of service. All original full-time regular appointments to the rank of associate professor or professor are effective only upon the passing of the prescribed examination within eight weeks of the beginning of service. All promotions to a tenure rank necessitate a second physical examination, the results of which are considered in reaching a final decision on the promotion. Examinations will be given by the University Health Service without cost. If the individual prefers, he may be examined by a private physician, with reimbursement of $20 when the results have been reported by the private physician to the University Health Service on its forms.

## APPOINTMENTS TO GRADUATE SCHOOL FACULTY

There are two types of membership in the graduate teaching faculty: full membership and associate membership. Full members teach graduate courses, serve on graduate committees, supervise theses, and serve as advisers to candidates for master's or doctor's degrees. Associate members teach graduate courses, serve on graduate committees, and, if authorized to do so, act as advisers to candidates for master's degrees. Others are approved as associate members specifically to teach certain courses. All recommendations for Graduate School faculty appointments are reviewed by the appropriate Unit or

Policy and Review Committee. The recommendation of the committee goes to the dean of the Graduate School for final action.

## PROMOTIONS

Recommendation for promotion is made by the department head after the members of the departmental faculty with continuous tenure and senior in rank to the individual affected have met and voted on the recommendation to be made. Procedures that satisfy minimum standards of due process must be followed; information may be obtained from the department head. Recommendations are subsequently reviewed and approved by the dean (and/or provost), vice president for academic administration, the President, and the Board of Regents. Promotions to and new appointments at the ranks of associate and full professor require the concurrence of the dean of the Graduate School.

Recommendations for promotion and the granting of continuous tenure should be based upon (a) effectiveness in teaching, (b) professional distinction in research and writing or in artistic production, (c) contributions to the University and the community, and (d) length of service. Criteria (a) and (b) are primary.

## TENURE AND PROBATIONARY APPOINTMENTS

The University of Minnesota academic tenure system is set forth in the *Regulations Concerning Faculty Tenure*, as revised and adopted by the Board of Regents December 8, 1972, and reprinted May 1974. Copies may be obtained from the Office of the Vice President for Academic Administration or Academic Personnel Records. Selected important aspects of the tenure system are presented herein.

There are four classes of regular faculty positions: professor, associate professor, assistant professor (including research associate), and instructor (including research fellow). Unless there is a written agreement to the contrary, the following tenure rules apply to the regular positions:

**Professors** and **associate professors** acquire continuous tenure immediately upon attaining the rank unless it is stipulated otherwise.

**Assistant professors** who have not previously served in a regular faculty position are appointed initially for two years and may be reappointed twice for additional two-year periods. Section 6 of the *Regulations* provides for written notice by the President of a one-year terminating appointment if the assistant professor is not to be retained. This notice must be sent on or before June 15 for an assistant professor in the first or second year of service, and on or before April 15 for an assistant professor in the third or subsequent year of service.

Credit may be granted for prior service, which then shortens the probationary period. A decision concerning tenure, if not made earlier, must be made in the sixth year of regular probationary service. The assistant professor will receive tenure in the seventh year unless notice of a one-year terminating appointment has been given.

**Instructors** are appointed initially for one year and may be reappointed for either one- or two-year periods. If the instructor is not to be reappointed at the end of the initial appointment, written notice must be given on or before March 15. If the instructor is not to be reappointed following the second or subsequent year, written notice must be given on or before December 15.

A decision concerning tenure, if not made earlier, must be made in the seventh year of regular probationary service. Continuous tenure will be achieved at the rank of assistant professor following the seventh year of probationary service at the instructor rank. An exception to this rule permits the Agricultural Extension Service and Libraries to recommend continuous tenure at the rank of instructor.

**A probationary appointment** meets the following conditions and is coded N:

1. funding for the position is recurring;

2. the individual is being considered for a continuous appointment, i.e., the faculty title is not preceded by visiting, clinical, or adjunct; the individual is not serving in an acting capacity;

3. the individual is employed for 67 percent or more time during the academic year (September 16-June 15);

4. the individual is not a registered graduate student; and

5. the program is intended to be ongoing, i.e., it is not limited in duration because of an experimental nature or other such limitation.

**Nonregular appointments** are made annually and coded T. Under the *Regulations*, tenure credit is not acquired by appointment to a nonregular position, nor is there created any presumption of a right to reappointment.

## REMUNERATION

The salary to be paid a prospective faculty member usually is an individual matter agreed upon by the department head and the faculty member, with the approval of the dean of the college, and is confirmed by the President and the

Regents at the time of the appointment. Salaries for assistant professors, research associates, instructors, and research fellows cannot go below floors established each year. These minimums are announced by the President's Office at the time each new budget is prepared.

All University employees are paid semimonthly, but not everyone is paid on the same day. The month is divided into two periods, the first through the fifteenth, and the sixteenth through the last day of the month. Regular payroll employees are paid on the fifteenth and the last day of the month; those on the miscellaneous payroll are paid on the tenth and the twenty-fifth.

Quarterly pay periods fall regularly in six equal semimonthly paychecks as follows:

**Fall Quarter**. Employment is September 16-December 15. First payment is September 30 for those on the regular payroll and October 10 for those on the miscellaneous payroll. Last payment is December 15, regular; December 25, miscellaneous.

**Winter Quarter**. Employment is December 16-March 15. First payment: December 31, regular; January 10, miscellaneous. Last payment: March 15, regular; March 25, miscellaneous.

**Spring Quarter**. Employment is March 16-June 15. First payment: March 31, regular; April 10, miscellaneous. Last payment: June 15, regular; June 25, miscellaneous.

It is expected that a resigning staff member will complete all work connected with a quarter although the last payday may precede the actual close of the quarter.

Staff members who have been employed 75-percent time or more for at least three months may borrow up to $300 (but not to exceed gross monthly salary) from the Staff and Employees' Loan Fund for emergency purposes, which have been defined as doctor, dentist, or hospital bills.

## INSURANCE AND RETIREMENT PLANS

For more detailed information on any of the insurance or retirement plans in this section, contact the Employee Benefits department.

**Faculty Retirement Plan**. For staff members newly eligible after September 16, 1963, the Faculty Retirement Plan provides allowances from Social Security and from annuity income provided from (a) staff indirect contributions of 2½ percent of the first $5,000 of annual salary from a regular appointment, plus 13 percent of such annual salary in excess of $5,000, and (b) staff direct contributions of 2½ percent of salary. Effective June 16, 1973, academic staff members on nine-month appointments who have summer earnings from sponsored research and training account funds (06xx, 07xx, 08xx, or 09xx) will receive credit under the Faculty Retirement Plan for such earnings, provided that they participated in the Faculty Retirement Plan during the preceding academic year.

Faculty members eligible for the $20,000 Group Life Insurance are eligible for the Faculty Retirement Plan, subject to the following waiting periods:

> Associate professor or higher, none to six months, depending on date of employment.
>
> Assistant professor or research associate, October 1 following two years of service.
>
> Instructor or research fellow, October 1 following three years of service.

Any staff member eligible for the Faculty Retirement Plan is required to participate in OASDI (Social Security).

The compulsory retirement date for a staff member is the June 30 following his sixty-eighth birthday. There is the option of retiring earlier, however, with appropriate adjustments in allowances.

**Group Life Insurance**. All full-time faculty members (except faculty members who are adjunct, clinical, or visiting) who are under 60 years of age are eligible for the $20,000 Group Life Insurance. Coverage is effective on the first date of University service. Application must be made at the time of appointment. The University pays the total cost of this insurance.

Group Life Insurance terminates when the staff member resigns or retires from full-time service at the University, but he may obtain within 31 days, without evidence of insurability, an individual policy other than term insurance for a like or smaller amount by paying the required premium.

**Group Income Disability**. Faculty members eligible for Group Life Insurance also are eligible for the Group Income Disability, with coverage effective on the first date of University service. The University pays the total cost of this insurance.

If the insured staff member is disabled for a period longer than four months, he will receive a monthly income not to exceed 60 percent of salary and not to exceed $1,000 per month, beginning with the fourth completed month of disability and continuing each month until he reaches age 65, or until recovery or death. The coverage terminates when the staff member resigns or retires from full-time service at the University. Within 31 days, $200 per month of this coverage may be continued, without evidence of insurability, by payment of the proper premium.

**Hospitalization, Surgical-Medical-Obstetrical, Major Medical, and Additional $5,000 Group Life Insurance.** A member of the academic staff holding an appointment of not less than 75-percent time is eligible to receive his own health benefits and his own additional life insurance without cost; any premium for health benefit coverage for dependents must be paid by the staff member through payroll deduction. The above applies only to nonstudents.

A newly appointed or newly eligible staff member's coverages (including dependent coverages, if any) become effective on the first day of the first payroll period beginning after the twenty-eighth day following the first day of eligible employment. (Individuals who do not make application for dependent coverage within two months after their date of employment may insure such dependents only by furnishing satisfactory evidence of good health.)

**Property Insurance.** Faculty members who bring valuable equipment of their own to their offices should realize that no University insurance covers this personal property.

**Salary or Annuity Option.** Effective January 1, 1962, the Regents of the University approved implementation of the Technical Amendments Acts of 1958 (the Mills Bill) as related to University staff.

*Basic Faculty Retirement Plan.* In brief, the Mills Bill is a legal device whereby the staff member participating in the Faculty Retirement Plan may request the University to reduce his salary by a number of dollars equal to his contributions to the Faculty Retirement Plan. The University uses this amount to pay the staff member's share of annuity premiums in the Faculty Retirement Plan. The advantage to the staff member is that currently such a decrease in his salary reduces his federal or state taxable income.

*Optional Additional Annuities.* Section II of the Mills Bill provides for the purchase of additional annuities (separate from the Faculty Retirement Plan) on an optional basis by academic staff on the payroll, including temporary appointees, lecturers, and part-time appointees. A staff member may request the University to reduce his salary by a certain number of dollars (subject to the 20 percent exclusion limit). The University uses this amount to purchase additional retirement annuities that have no relation to the Faculty Retirement Plan. Again, the advantage to the staff member is that currently such a decrease in his salary reduces his federal or state taxable income. The University makes no contribution other than the amount of salary reduction.

**Fixed and Variable Annuities.** Fixed and variable annuities are available under both the Basic Faculty Retirement Plan and the Optional Additional Annuity Plan.

With a fixed annuity, the principal is guaranteed and the accumulation is credited with an interest return. Contributions to variable annuity buy units (like shares of ownership) in a common stock fund. The value of these units will fluctuate with the rise or fall of the values of the securities held in the fund. This fluctuation will occur both before and after retirement.

**Unemployment Compensation.** Effective January 1, 1972, Unemployment Compensation coverage was extended to include academic staff.

**World Wide Travel Accident Insurance.** Staff members traveling on behalf of the University outside of their normal officing areas are insured in the amount of $50,000 for accidental death. The University assumes the entire cost of this insurance, which covers travel by air, ground, or water.

## LEAVES OF ABSENCE

For short leaves of a day or two that will not interrupt his regular work schedule, a faculty member needs only oral permission from his dean or department head. For longer leaves that will interrupt his work schedule, a faculty member should submit a formal request to the President and the Board of Regents through his department head or dean.

**Appearance in Court.** Faculty members do not lose pay when testifying before a court or a legislative committee on a matter concerning the federal or state government or the University, or when called to testify as an expert or to serve on a jury.

**Attendance at Scientific or Professional Meetings.** Leaves with pay are granted to persons representing the University or attending meetings important to their work.

**Maternity Leave.** The University will comply with the guidelines issued by the Minnesota Department of Human Rights regarding maternity benefits for staff members. Requests for leave should be initiated at the departmental level.

**Military Service.** Leaves with pay are granted to full-time faculty members for required service in the National Guard or any of the armed services reserve forces. These are usually for no longer than two weeks.

**Sabbatical Leave**. After six consecutive years of regular full-time service at the University, faculty members holding nine-month or more appointments (coded A, B, E, G, K, and M) are eligible for sabbatical leave. This is granted to staff members who have held the rank of assistant professor for at least two years, to associate and full professors, and to instructors who are on permanent tenure. All leaves require the approval of the applicant's department head, the dean of his college, the President, and the Board of Regents. Sabbaticals may be taken for one full term of appointment or for a shorter period and may, if continuous, bridge academic years. Half salary for the duration of the sabbatical is paid by the University with the understanding that staff members granted leave will return to the campus for at least one year's service or will reimburse the University for salary and the University's share of fringe benefits paid during the furlough. While on leave, faculty members are free to accept nonservice grants for research or study or to augment their sabbatical stipend to approximately the level of their full-time salary, provided that the activity for which compensation is received does not interfere with the purposes of the sabbatical. If unusual travel or living expenses will be involved, the augmentation can exceed half salary. A request for permission to augment salary, with specific information regarding the augmentation, should accompany the application for sabbatical leave. A sabbatical leave report summarizing the work done is to be submitted to the President within three months after return to the University.

**Sick Leave**. For an absence of a few days, during which time the department can carry on his work, a faculty member need only apply informally to his department head. If the absence will extend for a longer period, an application for leave of absence must be submitted to the President through the department head and the dean.

**Single-Quarter Leave With Pay**. Full-time single-quarter leaves on full salary for study and research are granted on an all-University competitive basis to full-time appointees who have tenure and a minimum of three full academic years with the University and to assistant professors, who are eligible to apply for such leaves in the second year of service. Associate professors and professors on special contract appointments are also eligible to apply for these leaves in the second year of service.

Single-quarter leaves with pay must not precede or follow sabbatical leaves or a Graduate School research grant for the summer. The quarter spent on leave counts as a portion of the six academic years required for eligibility for sabbatical leave. Eligible persons must pledge themselves to return to University service for a full academic year or its equivalent after completion of the leave.

Application forms for single-quarter leaves are available from the General Storehouse. Announcements of the deadline for submission of applications are sent to department heads for distribution to faculty members eligible for these leaves during the fall quarter of each year.

**Vacations.** Academic staff members on A (12-month) appointments accrue vacation at the rate of two days per full month of service, i.e., 22 days per year. A staff member will not be entitled to vacation leave during his first year of service until he has completed 11 full months of service. Vacations are to be taken at the convenience of the department. A staff member with an A appointment who does not take a vacation is not entitled to extra pay. Vacation time normally is taken at the conclusion of the year in which it is earned. If postponement of a vacation for more than the equivalent of one quarter into the subsequent year is necessary, the matter must be agreed upon in writing between the staff member and the department head, and a copy of the agreement must be sent to the Office of the Vice President for Academic Administration. When a staff member terminates his position with the University, provision is made for earned vacation time in fixing the termination date. Full information may be obtained from the department head. Faculty members employed less than 12 months (A base) or employed part time do not accrue vacation time.

## TRAVEL

The University generally pays the travel expenses of a staff member who makes a trip as an official representative of the University. Travel outside of the state at University expense must be officially approved. To obtain approval, the staff member is asked to initiate a request on Business Administration Form 9, "Request for Authorization for Travel Outside State," which is available in his departmental office. Payment of travel expenses authorized through this process is initiated by the staff member in the departmental office and processed through the University Business Office. A brief report on the trip must be submitted by the staff member to his dean within ten days after his return.

While on University business, most University of Minnesota staff members are insured under the travel accident policy described under Insurance and Retirement Plans in this section.

## RESIDENT TUITION

New full-time faculty members with the rank of instructor or above and their immediate families may pay resident tuition and fees in all colleges.

Graduate students holding appointments as teaching assistants, research assistants, teaching associates, and administrative fellows at 25-percent time or more pay resident tuition rates. This same privilege applies to members of their immediate families in any school or college of registration in the University.

Effective June 16, 1970, these same privileges were extended beyond the term of qualifying appointment, subject to the following rules:

The qualifying appointee must have held one of the above appointments for a minimum of three academic quarters, at 25-percent time or more, after September 15, 1969. Two summer sessions will count as one academic-year quarter. The use of the privilege is extended, after completion of the qualifying three quarters of appointment, on a quarter-for-quarter basis up to a maximum of six quarters of use. Appointment for three quarters entitles extension of the privilege for three additional quarters; more than three quarters entitles extension on a quarter-for-quarter basis for not more than six quarters. The entitlement of the qualifying appointee and members of his immediate family to this privilege will not extend beyond three years from the termination of the last or most recent qualifying appointment.

Medical and dental fellows and civil service appointees working 75-percent time or more who are registered in the Graduate School may pay fees at the resident rate. This privilege does not extend to members of the immediate families of such appointees.

Residence hall advisers with bachelor's degrees are privileged to pay tuition at the resident rate of the college in which they are enrolled.

There are no residence requirements for admission to classes or courses offered through Extension Classes, Independent Study, and Women's Programs, all departments of Continuing Education and Extension.

# V. Teaching Policies and Procedures

## DEGREES AND CERTIFICATES

The University offers extension certificates, two-year associate degrees, bachelor's degrees, master's degrees, specialist degrees, Doctor of Philosophy and Doctor of Education degrees, and certain professional degrees such as Juris Doctor, Doctor of Medicine, Doctor of Dental Surgery, and Doctor of Veterinary Medicine.

## TEACHING ASSIGNMENTS

Department heads will notify faculty members of their teaching assignments for the academic year. Faculty members who desire summer session or extension teaching appointments should consult their department heads.

## GRADING POLICIES AND PRACTICES

The University Senate, which for the past 30 years has determined grading systems to be used throughout the University, approved grading autonomy for individual campuses on March 9, 1972. The Senate acted upon the recommendation that, since grading is an integral part of the educational climate of a campus and should be tied to the educational objectives of that campus, the responsibility for grading policies should rest with individual campus assemblies. That responsibility applies to review and approval of experimental grading systems as well as to the standard system to be used on each campus.

For information on the grading policies and practices that have been approved for use on a particular campus, check the *Faculty Information Bulletin* supplement for that campus.

Departmental and collegiate faculties are responsible for determining other policies regarding grading practices. Departmental faculties are urged to give consideration to the utilization of appropriate grading practices.

Final grades for students must be sent to the records office within 72 hours after the final examination for each course. After the grades have been reported, changes can be made only on recommendation of the Committee on Student Scholastic Standing of the college concerned.

## AUTHORIZED COURSES

The initiation of new courses, or the revision of existing ones, is first the responsibility of departmental faculties. Collegial review is expected. College policies regarding the initiation and revision of courses vary. Faculty members will wish to familiarize themselves with their own college policies.

## COURSES

Information on admission requirements is given in the *General Information Bulletin* and in the official bulletin of each college. Student registration begins several weeks before the start of each quarter; registration instructions and schedules are published in the *General Information Bulletin* and in the Official Daily Bulletin (or comparable bulletin) of each campus. Detailed information concerning courses is given in the bulletin of each college; time and location of classes are given in the quarterly *Class Schedule.*

Courses listed in the college bulletins usually are numbered as follows:

| | |
|---|---|
| 0-000 to 0-998 | noncredit courses |
| 1-000 to 1-998 | lower division |
| 3-000 to 3-998 | upper division |
| 5-000 to 5-998 | upper division, graduate, or professional |
| 8-000 to 8-999 | graduate only |

## CLASS LISTS

Class lists are sent to faculty members through their department heads. Instructors should advise students who appear in class but whose names are not on the official list to verify their registration at their college window in the records office. Students are responsible for their own registration. A student may register as an auditor with the approval of his college; he pays the regular fee but does not take examinations, receives no grade, and earns no credit.

Policies on student attendance in class vary with the colleges. Staff members should become familiar with their college regulations.

## TEXTBOOKS AND PRESCRIBED CLASSROOM MATERIALS

Faculty members should arrange with their department heads for the textbooks and classroom materials they need. Books and supplies are ordered by the University Bookstores on the basis of information received from the office of the department head. Giving this information to the bookstores as soon as firm decisions have been made will minimize the possibility of error and delay.

The use in teaching and the sale to students of textbooks or duplicated syllabi written by staff members must be approved in advance by the Administrative Committee of the Senate. Requests for approval are forwarded through the department head and dean to the secretary of the committee. They should indicate the estimated price, the approximate number of pages and diagrams, and the number to be sold, as well as the general nature and proposed use of the work, including course number.

Commercially published textbooks written by staff members require only a letter incorporating the information indicated above and the name of the publisher.

Approval for mimeographed, photo offset, or similar works is requested on a form available to departmental offices at the General Storehouse. The mimeograph department and the University Bookstores cooperate in producing, pricing, and selling mimeographed publications written for students.

## EVALUATION OF UNIVERSITY TEACHING

All faculty members should evaluate at least one of their courses annually, with all types and levels of courses taught evaluated over a period of time. Evaluation should include some form of student opinion of the teaching effectiveness of the instructor and may include evaluation by teaching colleagues, professional peers, and the individual instructor. (Senate Policy on Evaluation of University Teaching, adopted May 30, 1974.)

Materials for gathering student ratings of instruction are available from the Measurement Services Center without charge to faculty members interested in obtaining students' perceptions of their courses. These rating forms, developed through surveys of the technical literature and in conjunction with faculty-student committees, may be used at any time during the term, but the suggestion is offered that ratings be collected early enough that the students who complete the questionnaires might profit from them. Tabulated results of the ratings are returned only to the faculty member involved; data will be released to other persons only upon written request by the rated instructor.

# VI. Student Services

## FACULTY ADVISERS

Each student is assigned to a faculty adviser who offers help in academic procedures and some vocational and personal problems. The number of students assigned to one faculty member varies with the college.

## COLLEGE COUNSELING SERVICES

A faculty member may refer a student to the counseling service of his college or campus.

## COMMITTEE ON STUDENT SCHOLASTIC STANDING

Most colleges have a Committee on Student Scholastic Standing that reviews student petitions for exemptions from requirements, assists students who have difficulty in scheduling required courses, advises those who do not maintain satisfactory scholastic standing, acts on students' requests to carry more than the regular credit load per quarter, acts on reports of scholastic misconduct when it occurs within a single college, and recommends administrative procedures to the faculty.

## OFFICE FOR STUDENT AFFAIRS

The Office for Student Affairs, headed by the vice president for student affairs, is the University's coordinating agency for student personnel services. Responsible for carrying out the University's policies affecting students and for consultation with students about policies and problems, the Office for Student Affairs is also interested in the proper utilization of University agencies and facilities to enhance the educational growth and development of students.

## ADMISSIONS AND RECORDS

Each campus has an admissions and records office. Office personnel receive and process new student applications for all undergraduate colleges and for the professional schools. They also accept requests for transfer between colleges and for readmission. In discharging these responsibilities, they are guided by the principle that there shall be no difference in the treatment of persons because of race, creed, color, sex, or national origin and that equal opportunity and access to facilities shall be available to all. Students are admitted directly from high school, in transfer from other colleges, by examination, and as adult specials (those who wish limited course work for special needs and who do not have a degree objective). Qualified students may also enroll for summer work only and for work in Continuing Education and Extension without regular admission status.

The admissions and records offices also have responsibilities associated with registration, maintenance of records of academic progress, collection and maintenance of general student information, fees and billing (including authorizations for certain scholarships and awards), determination of residence status and residence fee privileges, transcripts, statistics, diplomas, and publication of bulletins. The offices, upon request, help students who wish information relating to contacts with Selective Service Boards. They also assist veterans and war orphans who qualify for financial support from the Veterans Administration as well as students who qualify for support through Social Security.

Other student services vary from campus to campus. Detailed information can be obtained from the *Faculty Information Bulletin* supplement for each campus.

## REGENTS' POLICY ON STUDENT RECORDS

Besides academic papers, students enrolled in the University are required to give much information in order that the University may make reasonable judgment of their capacity and give intelligent advice as to courses to be followed. When a student submits such personal data and information, there is an implicit and justifiable assumption on his part that the University, as custodian of this data, will preserve its confidential nature. By requiring or requesting such information, the University gives assurance that the student information will be protected against improper disclosure.

The University observes the following principles:

1. All student records are official University records for use primarily within the University. Appropriate University officials are held directly responsible and accountable for the careful protection against possible misuse of such records.

2. Within the University, such records will be used for appropriate research, educational, and University service functions.

3. University officials responsible for the use of student records should require that there be no communication of such records outside the University, except under proper authorization and due consideration of

the student's welfare and the integrity and public obligations of the University.

The following recommendations are subject to those principles, but are not to be exclusive of other limiting regulations or restrictions by proper University authorities. They deal with information contained in student records and are not intended to prevent a staff or faculty member from making or refusing to make a personal statement or recommendation as to a student's general qualifications or character.

The records kept by the University vary in their nature and in the steps that must be taken to protect against improper disclosure.

The date of a student's enrollment in the University, his address, the date of his enrollment termination, and, in the event of his graduation, the degrees received are matters of public record. Therefore, University departments may give out this information in answer to inquiries without requiring authorization from the student.

Except under specific and unusual conditions determined by the senior student personnel officer of the department or campus, the academic records of studies pursued, grades obtained or abstracts of them, and academic ratings should not be disclosed to anyone except:

1. the student and others on written authorization by the student;

2. his parents or legal guardian if the student is a minor;

3. officials of other schools or colleges the student has attended, for confidential educational research purposes;

4. a particular organization to which a student has applied for employment and, in writing, has used the University as a reference;

5. a college or university to which the student has applied for admission, or to a charitable or educational committee or organization to which a student has applied for, or from which he is accepting, specific scholarship grants in aid of his education; and

6. within the University for appropriate research, educational, and University administrative service functions.

Coded information not identifying a particular student may be released for research studies.

There are other groups of student records that are much more confidential. They include interviews with student counselors, statements made in connection with intelligence or psychological examinations or inquiries, and other records of that description. The University cannot obtain such information except under commitment as to its confidential nature. Such records should not be disclosed except under direct and special written authorization by the student or under direct and special order by the appropriate officer on each campus when he finds that extraordinary considerations justify their disclosure. Since such records may contain the notes and appraisals of the counselors, such as their opinions on many aspects of the student's character and mentality, the appropriate officer on each campus may find it desirable to submit an abstract of the records, omitting such parts as, in his judgment, should not be disclosed.

There are medical records, including examinations of students by University doctors or psychiatrists, and hospital records that a student has been treated by University Hospitals or the Health Service. All such records should be given the same protection against disclosure as is given records of examinations by private physicians and records of treatment in private hospitals. Due consideration should be given to the *Code for the Release of Confidential Information from Hospital Medical Records* of the Minnesota Hospital Association in every case. The head of the department concerned, or his designated representative, should pass on the question of what records should be disclosed and under what conditions.

Some of the records referred to may be subject to legislative or judicial subpoena. In questionable cases, wherever possible, the subpoena should be referred to the University Attorney, or the attorney for the student, who may consider the question of whether the records are properly subject to the subpoena, and make such appearances before the court or other legislative or judicial body as will prevent their disclosure if not properly subject to the subpoena in a particular case. All staff and faculty members should be advised that mere issuance of a subpoena does not authorize an examination of the records by parties not representing a student prior to their presentation to the proper officials.

The Regents suggest that departments review their procedures and make certain that faculty and staff members understand and observe their regulations.

# VII. Resources of the University

## AUDIOVISUAL SERVICES

The Audio Visual Library Service of Continuing Education and Extension provides educational support to the faculty, staff, and students with a library of films, audio and video tapes, filmstrips, slides, and various other audio and visual formats. It also provides software, equipment, and operator specialists to faculty members on a reserve basis. Films may be previewed by reservation at the service offices. Reference and advisory service may be obtained. Identification of audiovisual needs and consultative support, as well as consultation relating to audiovisual publishing, are available. In-service training in the use of materials and equipment is provided on request.

University Media Resources, also a department of Continuing Education and Extension, is responsible for broadcast radio (KUOM) and broadcast and closed-circuit television. Faculty members are encouraged to use Media Resources channels to reach both students and the public. Media Resources further serves the faculty with motion picture production, photographic services (including film processing), still photography, art and instructional materials, and certain electronic engineering services. With help from Media Resources, faculty scholarship can be illustrated and presented effectively using simple graphics or complete classroom productions incorporating slides, film, and overhead transparencies. Media Resources can place materials in the hands of students in library and laboratory settings outside the classroom, including faculty-created video publications produced with Media Resources color facilities.

## CONFERENCE AND WORKSHOP SERVICE

Faculty members interested in arranging conferences in their disciplines or in other areas of interest are urged to contact the Department of Conferences of Continuing Education and Extension. A wide range of conferences, workshops, and seminars at collegiate, professional, and postgraduate levels are offered each year through the department. Assistance in planning, publicizing, administering, and evaluating conferences is provided by the department.

## CONTINUING EDUCATION IN THE ARTS

Individuals or groups seeking assistance in areas of the visual and performing arts are encouraged to contact the Department of Continuing Education in the Arts, which offers short courses, classes, performance programs, exhibits, regional art shows, and a performing arts loan library. Help with problems and with development of innovative programs is also available.

## INTERNATIONAL ACTIVITIES

**Office of International Programs.** The Office of International Programs was established in 1963 to provide central program planning and coordination for the diverse international activities of departments, institutes, and colleges of the University. Emphasis is placed on stimulating interest in and obtaining financial support for activities in teaching, research, and service in the international field.

The office is headed by the associate to the vice president, academic administration, for international programs, who is assisted by a director of programs who is responsible chiefly for on-campus activities and student study overseas. A University-wide Council on International Programs with faculty membership from the principal units of the University has been established to advise the associate to the vice president in carrying out his functions.

Among the programs and activities currently in progress are research centers, a small-grants research program for University faculty, grant programs for faculty and graduate students under the auspices of the Midwest Universities Consortium for International Activities, interdisciplinary faculty seminars, initiation of student overseas-study programs, and projects of assistance in Latin America, Africa, and Asia.

**Minnesota World Affairs Center.** The Minnesota World Affairs Center is a department of Continuing Education and Extension. It provides impartial information on international questions and gives individuals and organizations an opportunity to participate in a variety of community programs on world affairs. The center organizes conferences and lecture series, helps groups plan programs, and gives advice about speakers, pamphlets, films, and other educational materials.

**Harold Scott Quigley Center of International Studies.** The Quigley Center operates under both the College of Liberal Arts and the School of Public Affairs. For the college, the center functions as the department office for the undergraduate interdisciplinary programs in international relations, including World Order Studies. For the school, it assists in administration of the specialization in international affairs for the graduate program in public affairs. It also carries on research activities in the general field of international studies and offers assistance in obtaining outside support for research activities carried out under its auspices. The center maintains a reading room containing a specialized collection of materials dealing with international affairs, which may be used by faculty members and students.

## PUBLICATIONS

**Agricultural Extension and Agricultural Experiment Station publications** and a list of these publications are available from the Duplicating Services and Bulletins office. Single copies of bulletins covering such topics as agriculture, family living, forestry, and home economics extension and research are free; class copies are available at cost.

**The Biennial Report**, issued every two years by the Department of University Relations, summarizes the activities of the various units of the University during the two-year period following the previous issue. The *Biennial Report* series is a primary source of comprehensive information on enrollments, curriculum changes, research and instruction efforts, faculty activities, and other developments within the academic, administrative, and support units of the University. The series is available for reference in the University Archives.

**Brief**, a weekly bulletin of current University news items, is produced for the Office of the President by the Department of University Relations. It is distributed to faculty, staff, and student leaders on all campuses.

**Campus and departmental publications** include a variety of newsletters, magazines, and other publications that report on the activities of individual campuses, academic units, departments, and organizations. Information on campus publications is available in the *Faculty Information Bulletin* supplement for each campus. As available staff time and department priorities allow, the Department of University Relations provides editorial and production consultation to organizations and departments seeking to begin new publications or improve existing ones.

**The Catalog of the University** is published in sections referred to as bulletins of the particular schools or colleges. Most college bulletins are published biennially; an exception is the annual *General Information Bulletin*. The Office of Admissions and Records arranges for publication and distribution of Twin Cities bulletins and has responsibility for the mailing permit used.

**Copies of the Civil Service Rules** are available in all departmental offices. Two other publications published by the Department of Personnel may be useful to faculty members: *Welcome to the University of Minnesota — A Handbook for New Employees* is distributed to newly employed civil service staff by the Training Division or business office on each campus; the *Office Practices Manual*, available from the Training Division, has been distributed to all offices having clerical personnel. Faculty members may find the *Manual* a useful resource book for office staff; in addition to covering general office practices, the book provides much information pertaining specifically to the academic setting.

**The Constitution and Bylaws of the University Senate** are available from the clerk of the Senate.

**Educational resources bulletins** include *Film Catalog*, *Filmstrip Catalog*, and *Prerecorded Tape Catalog*, listing titles held in the Audio Visual Library Service. An alphabetical description of titles is also included. Specific guides to a wide variety of subjects are available on request to the service.

**A Faculty Information Bulletin** supplement is produced and distributed on each campus by the University Relations office on that campus. A *Faculty Handbook* is produced by Continuing Education and Extension for faculty of evening and specially scheduled classes.

**The Financial Report**, issued annually by the Office of the Vice President for Finance, Planning, and Operations, presents the fiscal records and accounts of the University.

**A Guide to Speakers and Program Ideas from the University of Minnesota,** published by the Department of University Relations, is a directory of speakers from all campuses of the University. It includes information about a variety of program ideas such as musical ensembles, films, tours, and drama to assist program chairmen of organizations throughout the state and the Upper Midwest. Annual speakers guides are also published on some coordinate campuses. For further information, see the *Faculty Information Bulletin* supplement for each campus.

**Instructional Resources**, available from the Center for Educational Development, is a guide for all University faculty members to instructional services and facilities on the Twin Cities campus.

**The Manual of Business Procedures**, distributed and updated annually by the Training Division, is available to all departmental offices. The *Manual* is in three sections: the "Personnel" section, dealing with policies and procedures for both academic and civil service staff members, covers such subjects as appointments, leaves of absence, terminations of service, vacation and sick leave procedures; the "Equipment, Supplies, and Services" section covers procedures and forms to use in obtaining equipment, supplies, and services; and the "Fiscal" section covers budget preparation, financial records, and research contracts and grants.

**Official bulletins and student newspapers** are published on all campuses. Specific information can be found in the *Faculty Information Bulletin* supplement for each campus.

**The Outline of Group Life Insurance, Group Income Disability Insurance, and Faculty Retirement Plan** is available from the Employee Benefits department.

**The Patent Manual**, available from the Office of the Patent Administrator, contains the rights and obligations of the faculty member and the University with regard to any inventions or patents that may result from University research activities.

**The Policy on University-Sponsored Educational Materials**, available from the Office of the Patent Administrator, sets forth the rights and obligations of both the faculty member and the University when educational materials are produced. Included are policy guidelines on copyright matters.

**Regulations Concerning Faculty Tenure** is available from the Office of the Vice President for Academic Administration or Academic Personnel Records.

**Report**, a tabloid newspaper mailed to the homes of all faculty and staff members, is published twice a month during the academic year and once a month during the summer by the Department of University Relations. It includes news and feature articles from all campuses of the University.

**The Student-Staff Directory**, published each fall by the Department of University Relations, contains listings of staff members, students, and the various departments and divisions of the University. Copies are distributed through departmental offices and campus bookstores. Directories published by a single campus or unit are available from that campus or unit.

**University of Minnesota Travel Regulations** is available from the Business Office Travel Department.

**University Press** catalogs and the *Notebook* are available from the University Press. The *Complete Annotated Book List* covers all University of Minnesota Press publications in print. Seasonal descriptive catalogs published in fall and spring announce forthcoming books. The *Notebook* is published occasionally during the academic year for the faculty and informally discusses publishing questions.

**The University Awards and Recognitions Handbook** describes the policies, practices, and nominating procedures used in determining awards. Copies are available from the Department of University Relations.

**University of Minnesota Facts**, published annually by the Department of University Relations, is a compact summary of University history, organization, enrollment, finances, services, and faculty and student activities. It is designed to answer the questions most frequently asked about the University.

**Update**, published each quarter by the Department of University Relations, is mailed to parents of University students, to alumni, and to other external constituencies of the University. It describes the University in terms of its people and its achievements.

**Special bulletins** may be issued on occasion by individual units of the University.

## RESEARCH AND COORDINATING BUREAUS

**Center for Educational Development.** A unit within the Office of the Vice President for Academic Administration, the center exists to encourage, facilitate, and support efforts by University faculty and staff to improve education at all levels. The center staff assists in bringing together human and financial resources for the renewal of existing educational programs, disseminates to the University community information about educational development efforts within the University and elsewhere, and administers development grant programs for the Council on Liberal Education (the Small Grants Program) and the vice president for academic administration (the Educational Development Program and the Media Production Fund).

Since its founding in 1967, the center has attempted to provide support as well as authoritative advice from its own or other University resources to faculty, colleges, and the University as a whole in five general program areas:

*Development efforts to improve the quality of education at the University.* A wide range of programs is supported under the three grant programs. In addition, information, analysis, and opinion on needs, trends, and developments in higher education are communicated to the University community through discussion and through publications such as the center's periodical, *Comment.*

*Development efforts in precollege education.* The center works to join resources of schools and the University in development projects initiated with center funds.

*Assessment and evaluation.* The center is interested in and encourages the development of systematic methods of assessment and evaluation of educational programs, particularly in the context of the development efforts with which it is involved.

*Applications of technology to educational practice.* Cooperative efforts with other University departments facilitate development and use of films, television, computers, and other media in education.

*Interinstitutional educational development.* The center encourages programs through which University faculty join with colleagues in other Minnesota institutions of higher learning, as a means of directing the resources and capabilities of the University toward the improvement of education statewide.

Faculty members interested in educational development at any level are urged to consult with the staff of the Center for Educational Development. Announcements are made periodically regarding submission of proposals to the Small Grants Program and the Educational Development Program.

**Consulting Group on Instructional Design.** The Consulting Group works with faculty members from all parts of the University in major projects of curriculum and instructional design. Consulting Group staff members bring together research specialists in human learning, people with expertise in the educational technologies (especially computers), and teaching faculty members familiar with the problems of teaching and learning in a particular discipline, in order to design large-scale programs for instruction and evaluation.

A 10-week seminar on instructional design, open to all University faculty members, is offered by the Consulting Group staff two or three times each year.

The Consulting Group, affiliated since 1973 with the Center for Educational Development, was founded in 1962 as the Center for the Study of Programmed Learning.

**Measurement Services Center.** The primary functions of the Measurement Services Center (MSC) are services related to educational evaluation and measurement in higher education. The center's activities focus on the stimulation, development, and implementation of innovative methods and techniques. University needs in educational evaluation are met by such programs as student evaluation of instruction and curriculum and program evaluation.

The center aims to stimulate faculty interest in the University's educational problems and to assist in developing and carrying out research focused on college-level instruction, curriculum, programs, and measurement. Results of research projects are published in various forms; copies are available to University staff members upon request. Any faculty member is welcome to consult the director about MSC assistance for a study relevant to the purposes of MSC research. While the MSC can provide professional assistance at no cost, funding for special projects must be obtained from other sources. MSC also maintains a student evaluation of instruction service and an examinations consulting service, available to all staff members and departments with minimum or no charge (see Evaluation of University Teaching in section V).

# RESEARCH FUNDS

University policies concerning sponsored research and training are established in broad terms by the Board of Regents, who are constitutionally charged with the ultimate responsibility for acceptance of funds and programmatic operations. Only the Board of Regents is empowered to accept grants and to contract on behalf of the University. The University is committed to aid efforts toward accomplishment of the expressed goals of providing education, advancing knowledge, and promoting the welfare of the state by accepting funds and contracting with various agencies for research, training, construction of facilities, and other appropriate activities.

The Graduate School has substantial internal research funds that are used to assist and support faculty research. Applications for such support grants are made directly to the Graduate School by the interested faculty member. The General Research Advisory Committee reviews such requests and makes recommendations to the Graduate School dean concerning the allocation of these grant funds.

The Office of Sponsored Programs (OSP) in the Graduate School Research Center has been established to assist faculty and, where necessary, to help insure adherence to basic University policies in sponsored research. The office's functions are to facilitate processing of applications and to assist applicants in development and preparation of proposals. This assistance to applicants includes identification of possible fund sources, preparation of applications and budgets, review of proposals, direction to appropriate channels, and adherence to deadlines and other requirements of the funding agencies.

OSP is available to assist individual faculty members or faculty groups who wish to apply to outside agencies for financial support. The initiative and primary contacts, however, must be made by the faculty member. All proposals for research and training funds from outside agencies must be finally reviewed and transmitted through OSP. The review process is for the purpose of determining consistency with University policies on space, staffing, and equipment, and other considerations as requested by the Office of the Vice President for Academic Administration. OSP works closely with the Office of the Director of Development, when funds are sought from private sources, and with the Research Accounting Office, which has the responsibility for auditing, accounting, and billing matters related to research and training projects.

The Graduate School Research Center gathers and analyzes certain financial data from various internal and external sources and uses the results in the preparation of staff reports relevant to questions posed by University administrators and outside agencies. It also maintains an inventory of all research currently being performed at the University.

## SUPPORT STAFF

Every university has a support staff to help faculty carry on teaching, research, and service activities. The University of Minnesota support staff is employed through the University civil service system, a personnel program independent of state and federal civil service that was established and is administered by the University. There are more than 9,000 civil service employees (not counting students) in the system, working in approximately 750 types of jobs.

The Department of Personnel maintains a staff of personnel services representatives, one of whom is assigned to each college, department, and campus of the University to assist faculty and managerial staff with personnel matters. These representatives work with personnel in each unit to help create or eliminate positions, classify and reclassify jobs, establish salary ranges and rates, recruit and screen applicants, develop orientation and training programs, find solutions for grievance and disciplinary problems, and conduct union relations. The representatives are also available to staff and faculty to explain and interpret University personnel policies and procedures.

The University civil service system is based on the principles of equal pay for equal work and equal employment opportunity. At present it is emphasizing affirmative action programs for women, minorities, and the disadvantaged and a promotional program for present employees.

The department recruits, interviews, and tests applicants and decides whether they are qualified for employment in particular classes of work at the University. After screening, qualified applicants are referred to departments with openings. The department makes the final hiring decision on the basis of its interviews and input from the personnel services representative.

The Personnel Department exists as a service to help the University reach its goals by providing constructive personnel programs for support staff. Every possible step is taken to see to it that these programs are administered fairly and objectively. A detailed account of personnel procedures and the mechanics of how to use them can be found in the "Personnel" section of the University's *Manual of Business Procedures*, available from the Training Division.

## UNIVERSITY COMPUTER SERVICES

The University has several computer centers that offer a wide variety of services to University faculty members. In addition to computing service, faculty members may receive help in solving their research and educational problems from the staff associated with the centers.

The computer centers, whose primary mission is academic instruction, research, and public service, are coordinated by the Office of University Computer Services. They include:

**Consulting Group on Instructional Design**, which focuses on research and development in Computer-Assisted-Learning (CAL). The facilities are available to faculty members having an interest in CAL.

**Crookston Computer Center**, which serves the Crookston campus principally to support the business systems analysis and design program and other classes. Future plans include some local administrative and experiment station support. A new system is being planned that will provide better "hands-on" training for students and be linked with the University's CYBER 74 for larger data processing jobs.

**Health Sciences Computer Center**, which provides computing services primarily for staff members in the health sciences.

**Hybrid Computer Laboratory**, which specializers in hybrid computation and interactive high-speed graphics. These facilities are available for research problems for which hybrid computation and graphic analysis offer special advantages.

**St. Paul Computing Center**, which provides a computer service for public-service activities related to the agricultural sciences. It also provides some computing services to members of the faculty.

**UMD Computer Center**, which serves the Duluth campus faculty and students and also provides services for some administrative activities, particularly those of the Business Office. Its computer is connected to CYBER 74.

**UMM Computer Center**, which serves faculty members, students, and the Business Office on the Morris campus and includes remote job entry to CYBER 74 and time-sharing terminals to CYBER 72.

**University Computer Center**, with facilities including a large-scale digital computer (CYBER 74), remote terminals, and peripheral equipment located in a number of buildings on and off the Twin Cities campus. The staff of this center also operates a large statewide time-sharing system for the Minnesota Educational Computing Consortium (CYBER 72) serving all levels of education in Minnesota.

**Waseca Computer Center**, which provides instructional services for classes offered on the Waseca campus. During July 1974, UMW acquired a Univac 1004 linked to the CYBER 74 in Minneapolis. Future plans for the computer include use by the Learning Resources Center and for local administrative applications on the Waseca campus.

**West Bank Computer Center**, which provides computing service primarily for the social sciences, management sciences, and humanities. Consultation and other services are provided by this center and by two other centers on the West Bank of the Twin Cities campus – the Management Information Systems Research Center (MISRC) and the Social Science Research Facilities Center (SSRFC).

In addition to the academic facilities listed above, the University has a computer for administrative activities, including those of academic administration such as student admissions and records. This computer is managed by the Administrative Data Processing Division.

## UNIVERSITY LIBRARIES

With collections totaling over three million volumes, the University of Minnesota Library ranks eleventh in size among those of American universities. In addition to the humanities and social science resources in the Wilson Library and the basic science and technology collection in the Walter Library in Minneapolis, there are branch libraries on all coordinate campuses and more than 20 subject libraries on the Twin Cities campus.

All University of Minnesota libraries are interconnected by MINITEX (Minnesota Interlibrary Teletype Exchange), a cooperative system that shares the resources of all academic libraries and major public libraries in the state.

For information about the library system on a particular campus, check the *Faculty Information Bulletin* supplement for that campus.

## UNIVERSITY PRESS

The University of Minnesota Press extends the horizons of teaching and research within and beyond the campus to scholars, students, and general readers. It publishes the results of scholarship and research by University faculty members and other scholars and writers. The Press maintains professional editorial, design and production, sales, promotion, and business staffs, and distributes its publications through established book-trade channels in the United States and abroad.

The Press invites faculty members to submit projects and also welcomes the opportunity to discuss with an author his ideas for publication before a manuscript is completed. Decisions as to acceptability for publication of promising manuscripts are made by a faculty committee, with advice from specialists in the fields concerned.

## UNIVERSITY RELATIONS

The Department of University Relations on the Twin Cities campus is the public relations arm of the University for both University-wide and Twin Cities campus functions and information. Each campus also has its own University Relations office (Campus Relations at Duluth).

The University News Service, a major section of the department, prepares and disseminates news and information of all-University or Twin Cities campus significance. Its staff members maintain working relations with local newspaper, radio, and television reporters, and also have contact with media throughout the state and occasionally with national and international media. University Relations offices on the other campuses include news service functions. (Two units that maintain specialized information services are the Institute of Agriculture and the Department of Intercollegiate Athletics.) Any faculty member who is involved in a newsworthy project or event should consult in advance the news service on his campus for assistance in obtaining proper newspaper, television, radio, and magazine coverage.

The publications section of the department prepares a twice-monthly tabloid newspaper, *Report*, which is mailed free to the home of every staff member; *Brief*, a weekly summary of major University news, distributed through departments; and several other publications described under the Publications heading in this book.

The department also includes a community services coordinator and a special events coordinator. The former provides for tours of the Twin Cities campus, maintains a Speakers Bureau on a wide variety of subjects, and serves as a link between the University and various community organizations. The special events coordinator is involved in planning and organizing many ceremonial and honorary events, including commencements, award ceremonies, and building dedications.

# VIII. Miscellaneous Policy Matters

## USE OF THE UNIVERSITY OF MINNESOTA NAME

The name of the University and its buildings, facilities, and personnel may not be used in advertising, although the interpretation of this policy permits public service advertising and some types of institutional advertising. In these cases, the Department of University Relations approves advertising copy. The name of the University is not to be used in any way by members of its staff in a manner suggesting University endorsement of any product, service, publication, solicitation of funds, or political viewpoint.

## SOLICITATION OF FUNDS ON CAMPUS

Soliciting funds or contributions on any campus is forbidden unless specifically approved by the Administrative Development Committee.

## RELATIONSHIPS WITH LEGISLATORS, STATE AGENCIES, AND GOVERNMENTAL OFFICES

The Office of the Vice President for Institutional Planning and Relations is responsible for liaison between the University and the state government. This responsibility covers relationships with the Governor's office, the Minnesota Legislature, and the agencies of state government.

Faculty members seeking information on state legislation or wishing to report on or arrange for contact with state legislators should contact the office for assistance. The office subscribes to state legislative services and numerous association newsletters to keep track of developing legislation, and can advise faculty members on the status of bills, prospective contacts that might be helpful, and previous contacts that may have been made regarding a particular legislative concern.

The faculty should also use the office for information about cooperative programs with state agencies and other post-secondary educational institutions in Minnesota. Increasingly, federal funds for research, development, and manpower projects are being channeled through state agencies that set priorities and reallocate funds accordingly; interested faculty members should be aware of these programs and their potential relationship to them. Faculty interested in these programs should contact this office promptly, as close coordination is essential to this type of project activity.

Information on available funds for sponsored projects (after the authorization and appropriations bills are passed) is available through the Office of Sponsored Programs (see Research Funds in section VII).

## ACADEMIC COSTUME

Academic dress at the University of Minnesota generally conforms to the rules of the American Council on Education. Exceptions are: honor students wear maroon and gold shoulder braids on their gowns; tassels on the caps of bachelor's degree candidates indicate their colleges or schools by color. The wearing of academic costume, by faculty or students, is a matter of individual choice. Faculty members who do not have personal academic costumes may secure them for University of Minnesota events from the University Bookstores; there is no charge if prior approval is obtained from the Department of University Relations.

## GIFTS TO THE UNIVERSITY

All matters concerning gifts and the solicitation of gifts to the University, including wills and bequests, should be cleared with the Office of the Director of Development. All development projects involving a goal of $1,000 or more from a private extra-University source are to be reviewed by the Office of Sponsored Programs (see Research Funds in section VII).

The major fund-raising agencies at the University of Minnesota are:

**Office of the Director of Development**, the major private fund-raising office of the University. All approaches to outside private sources must be coordinated with this office. Two funds administered by this office are:

> *University of Minnesota Memorial Fund*, directed by a 12-member committee of academic and civil service staff representatives from all University campuses. Staff members or their spouses may be remembered through gifts to this fund. Contributors may designate the way in which their gifts should be used.
>
> *General Memorial Fund*, through which persons not identified with the University as staff members may be remembered.

**University of Minnesota Foundation**, an independent, nonprofit corporation that is organized to secure gifts from alumni and friends of the University through various fund-raising programs. Examples of some of the foundation's fund-raising programs and funds are:

*Annual Giving Program*, a mail and telephone solicitation program to support a small grants program to meet creative and unusual needs that are not scheduled in the University's budget.

*Collegiate Century Councils*, a program to raise discretionary funds for the development and support of the individual collegiate units.

*Regents' Professorship Program*, in which up to 15 outstanding University scholars receive the award each year.

*Leukemia Research Fund*, through which key private citizens provide active support to the Leukemia Task Force.

*Kappel Chair in Business and Governmental Relations*, an endowed chair for the School of Business Administration.

*Corporate Associates Scholarship Program*, which provides private corporate support for graduate students in the Institute of Technology and the College of Business Administration.

**Minnesota Medical Foundation**, a nonprofit foundation with some 2,000 members, dedicated exclusively to the advancement of medical education and research at the University. Its funds are used primarily for scholarships and loans to medical students, but it also gives awards for outstanding teaching, grants research funds, and aids in the construction of buildings for the health sciences.

## ADMISSION TO THE UNIVERSITY

Admission to the University is open to all qualified persons. Admission is based primarily on previous achievement and ability. No questions regarding race, religion, color, or national origin appear on either academic admission forms or applications for employment. Brief descriptions of admission requirements for individual collegiate units may be found in the *General Information Bulletin* distributed by the admissions office on each campus.

## WORK TOWARD ADVANCED DEGREES

Faculty members may work toward an advanced degree at the University during their spare time and during the summer sessions. Those who wish to take courses leading to an advanced degree from the Graduate School or courses for graduate credit must apply for admission to the school. After admission, the staff member follows the regular registration procedure. Staff members with doctoral degrees may audit occasional courses, by consent of the instructor and if space is available, without formal registration or payment of fees.

A faculty member with an appointment above the rank of instructor or research fellow normally is not permitted to take a graduate degree at this university, although he may register for graduate courses and present such work for the satisfaction of degree requirements at another university. An exception may be granted under certain circumstances by the dean of the Graduate School, if a proposed degree program is in an area sufficiently removed from the field in which the academic rank is held and if appropriately disinterested examining committees can be established. The dean of the Graduate School will state in writing all special conditions that must be met if an exception is granted.

## COURSES OPEN TO FACULTY MEMBERS AND THEIR FAMILIES

In addition to the regular day classes offered at the University, a variety of lectures, classes, and other study opportunities are available through Continuing Education and Extension (CEE). Usually there are no scholastic admission requirements and few prerequisites for CEE programs and classes. More than 1,000 evening and specially scheduled classes are offered throughout the state each year. Most of them may be taken with or without degree credit. Neighborhood seminars and lecture series on varied topics are also available.

The program in Continuing Education for Women offers special seminars accommodating the interests and hours of women, and the Independent Study Department makes available some 300 correspondence courses for both high school and college level credit.

The CEE Counseling Office caters especially to the problems and needs of adults and provides information on programs serving all members of faculty families. One of these programs, the Summer Arts Study Center at Hill City, holds particular interest for faculty members who might wish to participate either as teachers or students. Information on tuition rates for faculty members and their families can be found under Resident Tuition in section IV of this book.

## AWARDS AND RECOGNITIONS GIVEN BY THE UNIVERSITY

The University of Minnesota confers honorary degrees and a variety of awards on persons who have achieved distinction and recognition in public service, education, science, literature, or the arts. The Committee on All-University Honors, appointed by the President, screens all recommendations.

**Alumni Service Awards** are conferred upon graduates or former students of the University in recognition of service to the University, its schools, colleges, departments, or faculty, or to the Alumni Association or any of its constituent groups. Faculty members are not eligible while on active service at the University.

**Building names** may be chosen to honor an individual. The Regents determine building names; recommendations are made by the Honors Committee. Information on policies and procedures governing bestowal of a personal name on a building may be obtained from the Honors Committee chairman.

**Honorary degrees** are conferred upon persons who have attained distinction through contributions of such importance that honor is warranted beyond the recognition that would ordinarily be accorded for meritorious service or prominence. The contribution may be local, national, or international in scope, but it must be exceptional in level or effect.

Traditionally, the Committee on All-University Honors has considered not only former University students and graduates who have achieved notably in a particular field, but also persons who have rendered distinguished service to the state of Minnesota or the University. For these, as well as for those whose eminence is not related to the University or the state, the criterion of unusual excellence governs the selection.

Honorary degrees are given sparingly. From 1925, when the first honorary degree was awarded, to fall 1974, only 50 have been given. The present policy of the Honors Committee is not to recommend current or retired faculty members for an honorary degree.

**Outstanding Achievement Awards** are conferred upon former students of the University of Minnesota who have attained distinction in their chosen fields, professions, or public service, and who have demonstrated outstanding achievement and leadership on a community, state, national, or international level. Candidacy is limited to former students of the University of Minnesota, except faculty or retired faculty members.

Nominations for any of the above awards or honors, except the Alumni Service Award, may be made to the Committee on All-University Honors by any member of the faculty or staff, by the Alumni Association, or by an alumnus. Nominations for the Alumni Service Award should be submitted to the Alumni Honors Committee of the Minnesota Alumni Association. Details concerning nominating procedures may be obtained from the Honors Committee chairman.

**Regents' Awards** are given to individuals, organizations, or groups in recognition of contributions to the growth and development of the University through significant benefactions or in recognition of exceptionally valuable service to the University. Candidacy is not limited to former students of the University. Nominations for this award should be submitted to the Board of Regents.

**Regents' Professorships** were established by the Board of Regents in 1965 as the highest recognition given by the University to members of its faculty. Regents' professors are to be of outstanding academic distinction, judged by the scope and quality of their scholarly or artistic contributions, the quality of their teaching, and their contributions to the public good. Once designated a Regents' professor, a faculty member holds the title for as long as he remains at the University, and receives a $5,000 gift annually from the University of Minnesota Foundation during his tenure. He also receives a sterling silver medallion suspended from a gold and maroon ribbon, to be worn over academic costume. Upon retirement from the University, the faculty member becomes a Regents' professor emeritus.

**Amoco Foundation-Horace T. Morse Awards** are given, upon the recommendation of the All-University Council on Liberal Education, to faculty members in recognition of their outstanding contributions to undergraduate education. Each receives a University citation and a $500 grant provided by the Amoco Foundation. More information is available from the Office of the Vice President for Academic Administration.

**Teaching awards** are also given by some individual collegiate units.

# IX. University Administration

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Mr. Clinton T. Johnson, Treasurer

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**Vice President for Academic Administration**
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**Vice President for Administrative Operations**
Walter H. Bruning

**Vice President for Finance, Planning, and Operations**
James F. Brinkerhoff

**Vice President for Health Sciences**
Lyle A. French

**Vice President for Institutional Planning and Relations**
Stanley B. Kegler

**Vice President for Student Affairs**
Paul H. Cashman

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Walter T. Broughton, Tri-Service Coordinator
Walter H. Bruning, Vice President for Administrative Operations
Richard S. Caldecott, Dean, College of Biological Sciences
Paul H. Cashman, Vice President for Student Affairs
Harold W. Chase, Acting Vice President for Academic Administration
Shirley M. Clark, Acting Assistant Vice President for Academic Administration
Raymond W. Darland, Provost, University of Minnesota, Duluth
Sidney A. Ewing, Dean, College of Veterinary Medicine
Edward C. Frederick, Provost, University of Minnesota Technical College, Waseca
Lyle A. French, Vice President for Health Sciences
N L Gault, Dean, Medical School
Paul R. Giel, Director, Department of Intercollegiate Athletics
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Edwin L. Haislet, Director, Department of Alumni Relations
M. Isabel Harris, Dean, School of Nursing
Ralph H. Hopp, Director, University Libraries
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John Q. Imholte, Provost, University of Minnesota, Morris
Stanley B. Kegler, Vice President for Institutional Planning and Relations
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Barbara Knudson, Dean, University College
Albert J. Linck, Acting Associate Vice President for Academic Administration
Keith N. McFarland, Dean, College of Home Economics

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Harold A. Miller, Dean, Continuing Education and Extension

Robert J. Odegard, Director of Development and Executive Director, University of Minnesota Foundation

Roy Richardson, Director of Personnel

Paul Rupprecht, Director, University Health Service

Stanley D. Sahlstrom, Provost, University of Minnesota Technical College, Crookston

Erwin M. Schaffer, Dean, School of Dentistry

Richard A. Skok, Dean, School of Forestry

Frank J. Sorauf, Dean, College of Liberal Arts

Lee D. Stauffer, Dean, School of Public Health

Richard A. Swalin, Dean, Institute of Technology

Russell D. Tall, Director, Department of University Relations

Willard L. Thompson, Director, Summer Session

Alfred L. Vaughan, Dean, General College

Frank Verbrugge, Director, University Computer Services

Lawrence C. Weaver, Dean, College of Pharmacy

John H. Westerman, Director, University Hospitals

C. Arthur Williams, Dean, College of Business Administration

Lillian H. Williams, Equal Opportunity Officer and Director, Office of Equal Opportunity and Affirmative Action

William E. Wright, Associate to the Vice President, Academic Administration, for International Programs

Duane A. Wilson, Secretary, Board of Regents

# X. University Organization

**President**

- Executive Director, University of Minnesota Foundation, and Director, Development
- Department of Alumni Relations

**Vice President for Academic Administration**

- Academic Divisions
  - *Institute of Agriculture, Forestry, and Home Economics*
    - Agricultural Experiment Stations
    - Agricultural Extension Service
    - College of Agriculture
    - College of Forestry
    - College of Home Economics
    - International Agricultural Programs
  - *College of Biological Sciences*
    - James Ford Bell Museum of Natural History
    - Dight Institute for Human Genetics
    - Freshwater Biological Institute
  - *College of Business Administration*
  - *Continuing Education and Extension*
  - *College of Education*
    - Institute of Child Development
    - Marshall-University High School
    - School of Physical Education and Recreation
  - *General College*
  - *Graduate School*
    - Graduate School Research Center
    - Hormel Institute
    - Mayo Graduate School of Medicine
  - *Law School*
  - *College of Liberal Arts*
    - School of Journalism and Mass Communication
    - Library School

School of Public Affairs
School of Social Work
School of Statistics

*Summer Session*

*Institute of Technology*
School of Architecture and Landscape Architecture
School of Chemistry
School of Earth Sciences
College of Engineering
School of Mathematics
School of Physics and Astronomy

*University College*

*College of Veterinary Medicine*

Departments of Aerospace Studies, Military Science, and Naval Science (Air Force, Army, and Navy ROTC)

Department of Concerts and Lectures

Center for Educational Development

Office of International Programs

Measurement Services Center

Space Science Center

University Computer Services

University Libraries

University Press

Center for Urban and Regional Affairs

**Vice President for Administrative Operations**

Administrative Data Processing Center

Coordinate Campus Liaison

Personnel

Office of Equal Opportunity and Affirmative Action

Department of Police

Department of University Relations

**Vice President for Finance, Planning, and Operations**

- Budget Office
- Business Administration
    - Department of Audits
    - Business Office
    - Purchasing and Stores
    - Treasurer
- Investments and Cash Management
- Physical Planning
    - Engineering and Construction
    - Planning
    - Space Programming and Management
- Support Services and Operations
    - Bookstores
    - Food Services
    - Housing
    - Physical Plant Maintenance and Operations
    - Printing and Graphic Arts
    - Transportation Services
- University Attorney

**Vice President for Health Sciences**

- Academic Divisions
    - *School of Dentistry*
    - *Medical School*
    - *School of Nursing*
    - *College of Pharmacy*
    - *School of Public Health*
- Drug Information and Education Program
- University Hospitals

**Vice President for Institutional Planning and Relations**

- Governmental Relations (State)
- Institutional Relations (Other Educational Systems)

Department of Intercollegiate Athletics

Management Planning Office (Budget and Legislative Planning)

**Vice President for Student Affairs**

Office of Admissions and Records

Campus Assistance Center

Housing Office

International Student Adviser

Department of Intramurals/Extramurals

Department of the Minnesota Union

Minnesota Women's Center

Orientation Offices

Parents' Association

Special Counseling Office

Special Programs (Martin Luther King)

Student Activities Centers

Student Affairs Office (St. Paul)

Student Counseling Bureau

Office of Student Financial Aid

Student Life Studies

University Health Service

**Provost, University of Minnesota, Duluth**

Associate Provost

Vice Provost for Academic Administration
    Dental Hygiene Program
    Division of Education and Psychology
    Division of Educational Media
    Graduate School
    Division of Humanities
    Library
    School of Medicine

        - Division of Science and Mathematics
        - Division of Social Sciences
        - School of Social Work
    - Vice Provost for Business Affairs
        - Business Office
        - Plant Services
        - University Services
    - Vice Provost for Student Affairs
        - Student Administrative Services
            - Admissions
            - Financial Aids
            - Housing
            - Registration and Records
        - Student Developmental Services
            - Advisement and Orientation
            - Counseling
            - Placement and Career Planning
            - Student Activities

**Provost, University of Minnesota, Morris**

- Assistant Provost
    - Student Affairs
- Academic Dean
    - Continuing Education and Regional Programs (CERP)
    - Division of Education
    - Division of Humanities
    - Library
    - Division of Science and Mathematics
    - Division of Social Science
- Business Manager
    - Business Services
    - General Services
- Superintendent of Plant Services

**Provost, University of Minnesota Technical College, Crookston**

- Head of Academic Affairs
    - Agriculture Division

    - Business Division
    - General Education Division
    - Home and Family Services Division
    - Hotel, Restaurant, and Institutional Management Division

- Business Office

- Community Services and Continuing Education

- Learning Resources

- Plant Services

- Head of Student Affairs

    - Admissions and Financial Aid
    - Campus Police
    - Counseling
    - Health Service
    - Housing and Dining
    - Placement and Alumni Relations
    - Student Activities
    - Veterans Affairs

- University Relations

**Provost, University of Minnesota Technical College, Waseca**

- Academic Affairs

    - Agricultural Business
    - Agricultural Industries and Services
    - Agricultural Production
    - Animal Health Technology
    - Food Technology
    - Home and Family Services
    - Horticultural Technology
    - Related Education

- Business Affairs

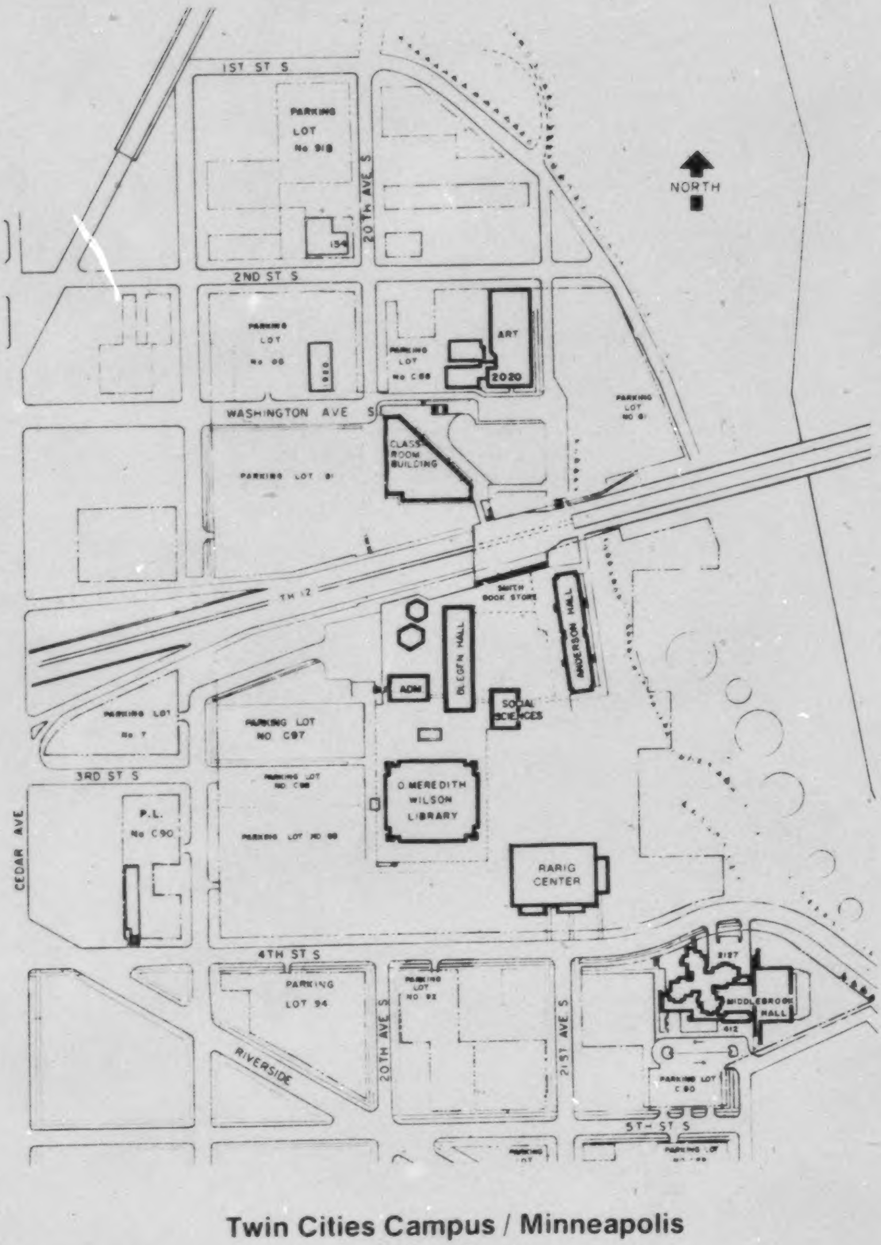
- Learning Resources Center

- Physical Education and Athletics

- Plant Services

- Student Affairs

- University Relations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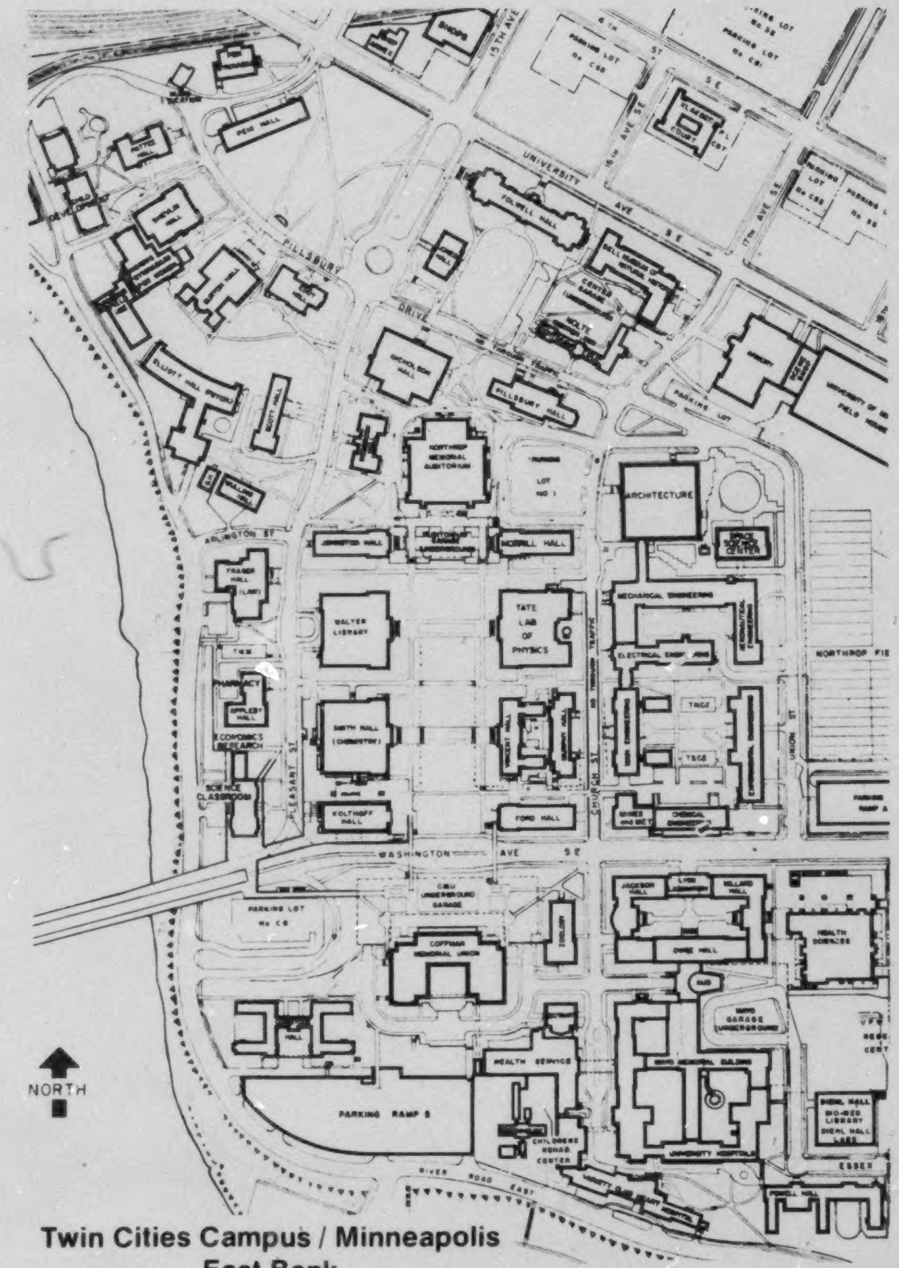
West Bank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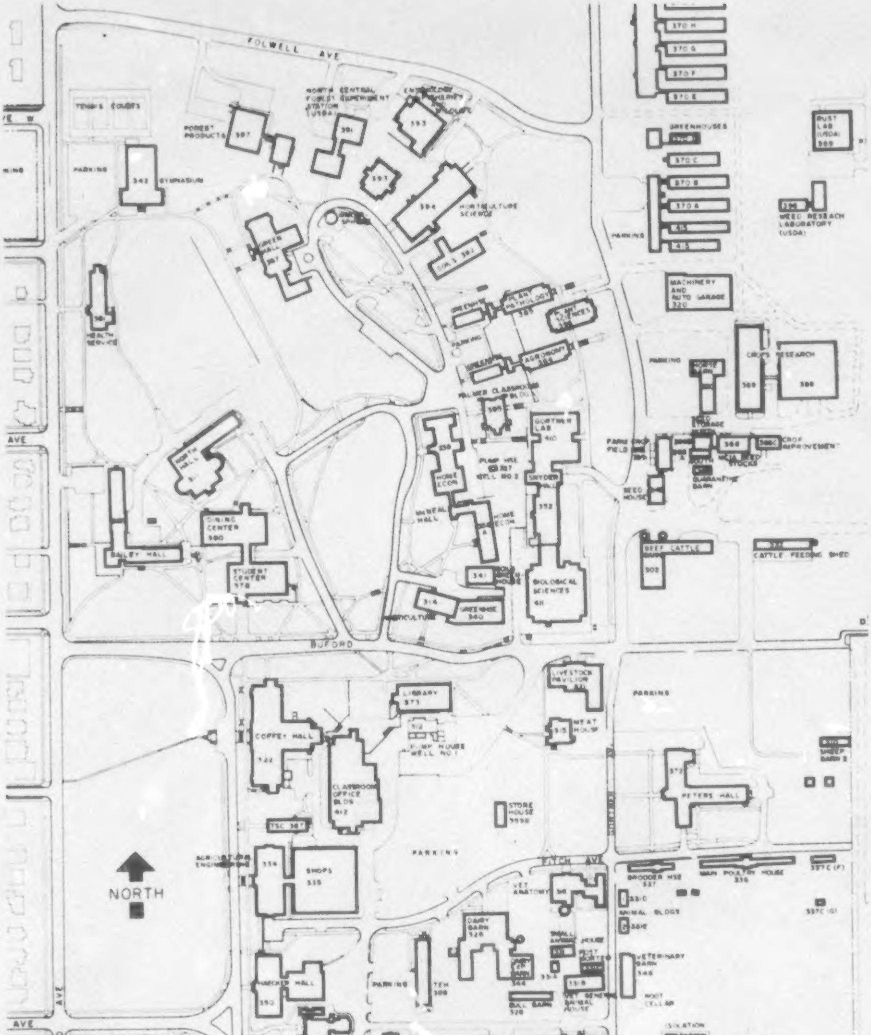
RIVER ROAD EAST

Twin Cities Campus / Minneapolis
East Bank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LIVESTOCK PAVILION
MEAT HOUSE
LIBRARY 375
PUMP HOUSE WELL NO 1
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PETERS HALL
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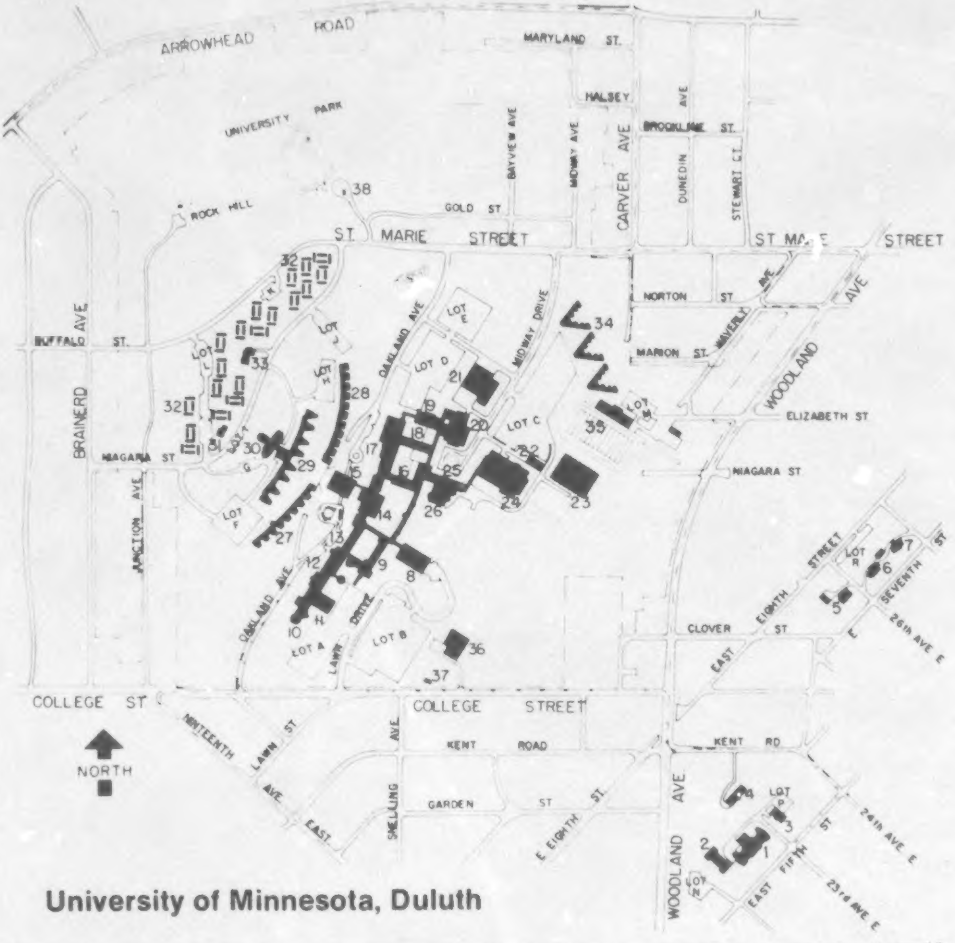
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**University of Minnesota, Duluth**

## LEGEND

1 OLD MAIN
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3 WASHBURN HALL
4 TORRANCE HALL
5 PROVOST'S RESIDENCE
6 SCHOOL OF SOCIAL WORK
7 ALWORTH APARTMENTS
8 ADMINISTRATION
9 CHEMISTRY
10 MARSHALL W ALWORTH PLANETARIUM
11 CLASSROOM LABORATORY
12 LIFE SCIENCE
13 SCIENCE MATHEMATICS
14 KIRBY STUDENT CENTER
15 RESIDENCE HALL DINING CENTER
16 SOCIAL SCIENCES
17 LIBRARY
18 BOHANNON HALL
19 HOME ECONOMICS
20 MARSHALL PERFORMING ARTS CENTER
21 INDUSTRIAL EDUCATION
22 R O T C
23 PHYSICAL EDUCATION FIELD HOUSE
24 PHYSICAL EDUCATION
25 HUMANITIES & TWEED MUSEUM OF ART
26 A B ANDERSON HALL
27 VERMILION HALL
28 BURNTSIDE HALL
29 GRIGGS HALL
30 LAKE SUPERIOR HALL
31 HEALTH SERVICE
32 THE VILLAGE APARTMENTS
33 VILLAGE SERVICE CENTER
34 STADIUM APARTMENTS
35 STADIUM & GRIGGS FIELD
36 HEATING PLANT
37 DRUG INFORMATION CENTER
38 SKI CHALET

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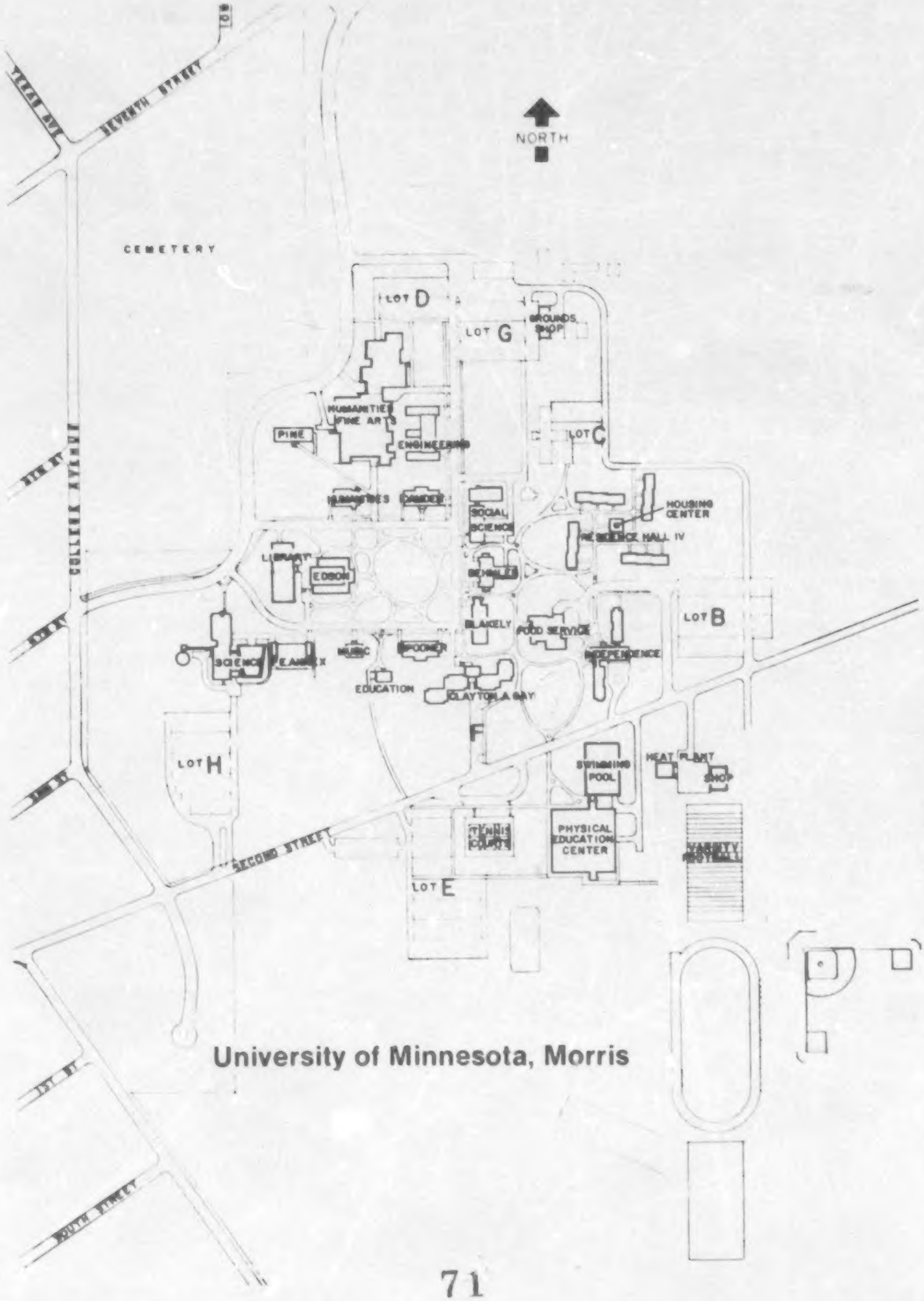
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BLAKELY
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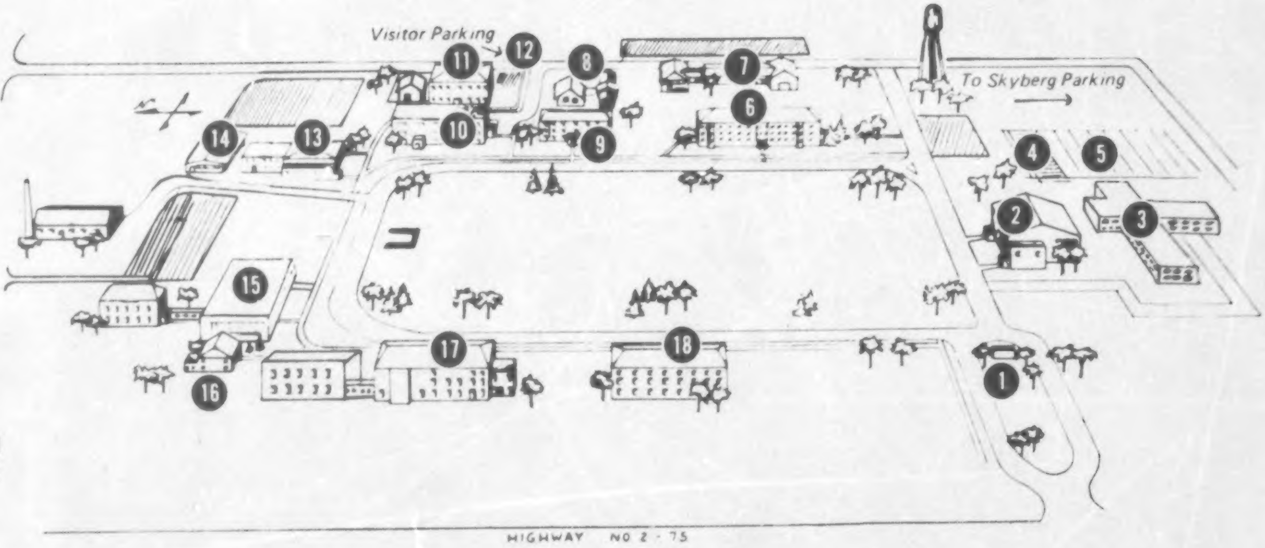
University of Minnesota, Morris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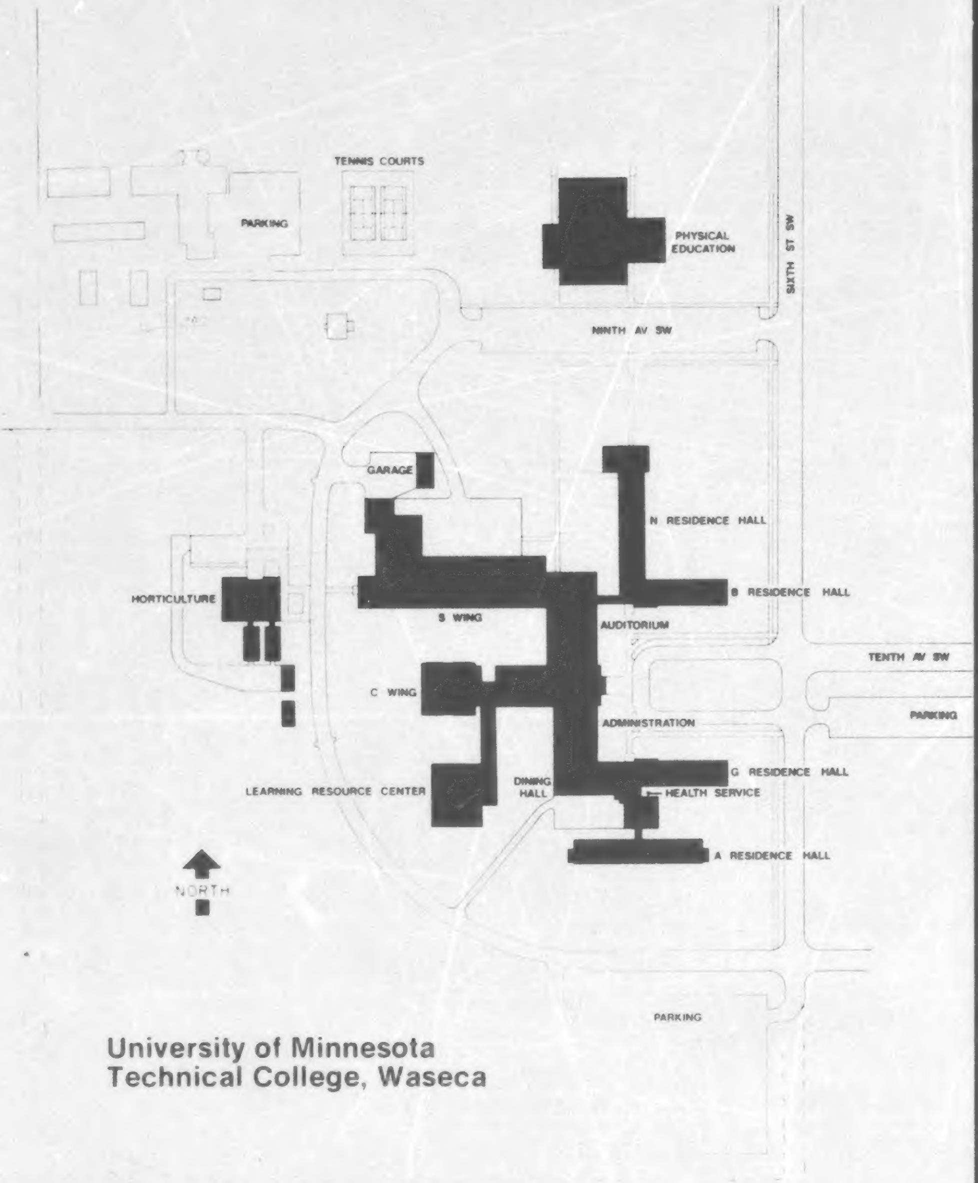
1. Entrance and Soldiers Monument
2. Knutson Hall Gymnasium
3. Skyberg Hall Dormitory
4. Outdoor Hockey
5. Athletic & Intramural Fields
6. McCall Hall
7. Agricultural Research Center
8. Greenhouse
9. Selvig Hall (Administration)
10. Hill Hall
11. Owen Hall & Annex
12. Visitor Parking
13. Bede Hall (Trojan Inn)
14. Kiser Building
15. Dowell Hall Classroom & Annex
16. White House-Student Services
17. Kiehle Auditorium, KUMM
18. Robertson Hall

//// Parking (see #12)

**University of Minnesota
Technical College, Crookston**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C WING
ADMINISTRATION
PARKING
G RESIDENCE HALL
LEARNING RESOURCE CENTER
DINING HALL
HEALTH SERVICE
A RESIDENCE HALL
NORTH
PARKING

**University of Minnesota
Technical College, Waseca**

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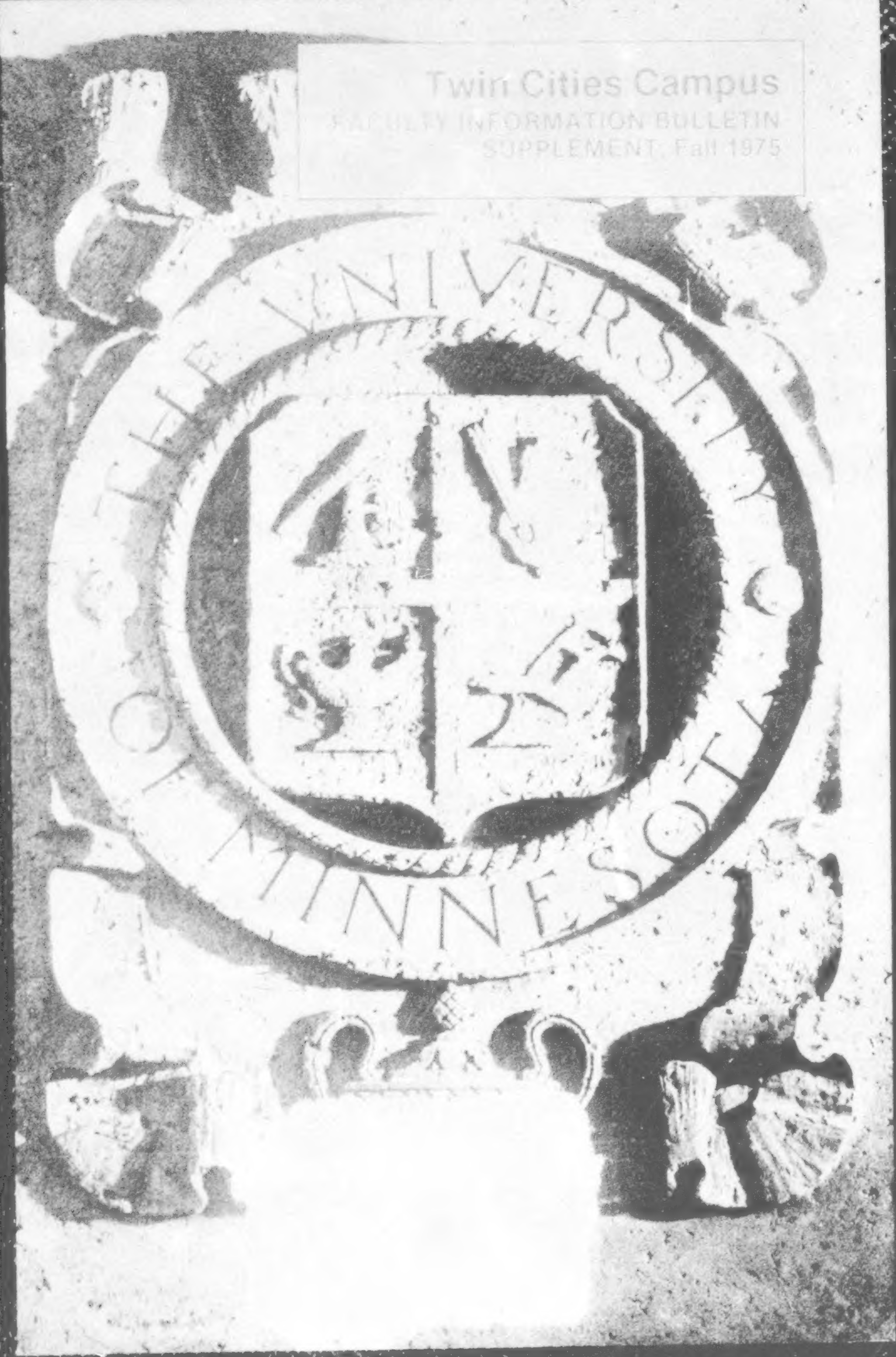

THE UNIVERSITY OF MINNESOTA

# Twin Cities Campus

FACULTY INFORMATION BULLETIN
SUPPLEMENT, Fall 1975

## EQUAL OPPORTUNITY

The Board of Regents has committed itself and the University of Minnesota to the policy that there shall be no discrimination in the treatment of persons because of race, creed, color, sex, or national origin. This policy is particularly applicable in the recruitment and hiring of members of the faculty and staff and in promoting the academic pursuits of all students at both undergraduate and graduate levels. Individual faculty members are expected to support the development of affirmative action programs that will provide an ethnic and sex balance in their departments.

*Twin Cities Campus Faculty Information Bulletin Supplement,* 1975 edition. Prepared by the Department of University Relations, S-68 Morrill Hall, University of Minnesota, Minneapolis, Minnesota 55455.

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# I. Twin Cities Campus Organization and Administration

## ADMINISTRATION

The organization and administrative officers for the Twin Cities campus are the same as those for the entire University. Please refer to the *All-University Faculty Information Bulletin* for detailed information.

## TWIN CITIES CAMPUS ASSEMBLY

The Twin Cities Campus Assembly is the elected governing body of the Twin Cities campus. The Assembly has legislative authority over the Twin Cities campus as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of other institutes, colleges, or schools of the Twin Cities campus. The Assembly has the power to enact regulations governing faculty members and students in those relations with the University that affect the Twin Cities campus.

The Assembly is composed of elected faculty and student representatives of the various schools and colleges and the President. Twin Cities campus members of the Senate Consultative Committee are ex officio voting members of the Assembly. The elected faculty representatives make up the Twin Cities Faculty Assembly, and the elected student representatives constitute the Twin Cities Student Assembly. The terms of office of elected Twin Cities Assembly faculty and student representatives coincide with their terms as University Senate representatives.

The President of the University is chairman of the Assembly. A vice chairman is elected by the Assembly at its first meeting in the spring of the academic year from among its members for a term of one year and is eligible for reelection. The Assembly meets at least once each quarter and the agenda and minutes are sent to all faculty and student members of the Assembly. Copies of the Assembly constitution are available on request from the clerk of the University Senate.

Standing committees of the Assembly are:

**Committee on Committees,** composed of six faculty members and three students (elected, need not be members of the Assembly). The committee reviews the number, scope, and functions of all standing, campus, and special committees of the Assembly, and assists the chairman of the Assembly with committee appointments.

**Steering Committee,** consists of seven faculty members and five students (elected, need not be members of the Assembly) and the ex officio vice chairman of the Assembly. It serves as coordinator between administrative offices and the Assembly and as liaison among the several standing committees of the Assembly. The steering committee is responsible for arranging the order of business for the Assembly.

**Committee on Educational Policy,** includes eight members of the faculty, three students, and such ex officio representatives as may be specified in the rules of the Assembly. It seeks ways in which the total educational work of the Twin Cities campus may be improved.

**Committee on Intercollegiate Athletics,** composed of eight faculty members, three students, two representatives of the Minnesota Alumni Association, and others as specified in Assembly rules. The committee exercises faculty control over intercollegiate athletics, formulates all policy matters, and supervises policies.

**Committee on Student Affairs,** includes ten faculty members, two representatives of the Alumni Association, thirteen students, and such ex officio representatives as may be specified in the rules of the Assembly. The committee is responsible for formulating policies relating to student affairs not elsewhere assigned and for supervising the financial affairs of all Twin Cities campus student organizations over which the University has control.

# II. Teaching Policies and Procedures

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin.*

## GRADING POLICIES AND PRACTICES

The grading policy below was adopted by the Twin Cities Campus Assembly on April 27, 1972, and is applicable in its entirety to the Twin Cities campus. The coordinate campuses have their own grading policies. The policy is as follows:

1. There shall be two grading systems: A-B-C-D-N and S-N. Each college (meaning also each separate school or institute) shall determine to what extent and under what conditions each system may be available to its students and its faculty. Any college may specify what courses or what proportion of courses taken by its students or its prospective students must be on a particular grading system.

2. The S-N system represents a self-contained alternative to the A-B-C-D-N system, and the two may not be combined for a particular student in a particular course. Students may receive only symbols from the grading system under which they are registered.

3. When the two grading systems are available to a student, he or she should declare a choice of systems as part of the initial registration. The choice may not be changed after the end of the second week of classes (first week in summer sessions).

4. The following symbols, as defined, may be used on the University's official transcript, the chronological quarterly record of the student's credits earned. The official transcript is released by the University, at the student's request, with the official recorder's seal imprinted.

4.1. Grade of A — Represents achievement that is outstanding relative to the level necessary to meet course requirements.

4.2. Grade of B — Represents achievement that is significantly above the level necessary to meet course requirements.

4.3. Grade of C — Represents achievement that meets the basic course requirements in every respect.

4.4. Grade of D — Represents achievement that is worthy of credit even though it does not fully meet the basic course requirements in every respect.

4.5. Grade of S — Represents achievement that is satisfactory to the instructor for the program in which the student is registered. This definition is intended to imply that the standards for S may vary from one program to another.

4.6. In connection with all achievement symbols, but especially in connection with S, the instructor is obligated to define to a class in its early meetings as explicitly as possible the performance that will be necessary to earn each.

4.7. Symbol of V — Indicates registration as an auditor or visitor, a noncredit, nongrade registration.

4.8. Symbol of T — Posted as a preceding supplement to the original grade to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.

4.9. In the Doctor of Medicine and Doctor of Veterinary Medicine programs, O (outstanding) may be used with S-N.

5. The supplementary symbols as defined below may be used on the University's internal, operational record. While the operational record is officially available only to the student and advisers and college officials of the student's own college, it may be made a part of the operational record in the student's next undergraduate college within the University after transfer if the new college so desires.

5.1. Symbol of W — Entered by the records office when a student officially withdraws from a course in accordance with procedures established by the student's college.

5.2. Symbol of I — Assigned by an instructor to indicate incomplete, in accordance with provisions announced in class at the beginning of the quarter, when in the instructor's opinion there is a reasonable expectation that the student can complete successfully the work of the course. An I that is not made up by the end of the next quarter of residence becomes an N; instructors may set dates within the quarter for makeup examinations. (In the Graduate School, in master's degree programs in undergraduate colleges, and in the Doctor of Medicine programs, an I remains until changed by the instructor.) When an I is changed to another symbol, the I is removed from the record.

5.3. Symbol of N — Assigned when the student does not earn an S or a D or higher and is not assigned an I. It stands for no credit.

5.4. Symbol of X — Indicates that a student may continue in a continuation course in which a grade cannot be determined until the full sequence of quarters is completed. The instructor shall submit a grade for each X when the student has completed the sequence.

5.5. The supplementary symbols shall be removed from the computer record when the student graduates.

6. If a student is permitted by the college to repeat a course in which credit is already earned, the later (latest) grade is the one reported on the official transcript. It is reported in the quarter earned, the previous grade not being reported, though it remains on the internal, operational record.

7. Any college may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, etc.

8. This grading system shall go into effect for the fall quarter 1972, thereby replacing all previous University systems, but its definitions and provisions may not be applied retroactively to any grades or symbols recorded before that time. Each college shall devise ways to relate the new system to the former systems in a manner best suited to its purposes.

9. The new official transcript will be implemented as the University's recordkeeping is converted to computer and as transcripts are computer produced. It is not feasible to maintain manually (the current method) an official transcript and supplementary operational records. Computer-produced transcripts are tentatively scheduled for new freshmen in fall 1972, for new advanced standing students in fall 1973, and for all students at the University by the end of 1974-75. During the transition period, some official transcripts will be under the new system, some under the old. Under the old, supplementary symbols as well as grades of accomplishment will be part of the officially released transcript. Each transcript will be clearly identified as to the procedures under which it was produced.

10. An appropriate standing Assembly committee shall have authority to grant to individual colleges permission to use experimental grading methods outside the provisions of this official University system, for a specified period, provided that the proposals do not interfere significantly with the registration options of students from other colleges and programs. Such experimental systems shall be reported for information to the Twin Cities Campus Assembly as soon as permitted and, after the specified period, shall be reevaluated, either to be extended, discontinued, or, with Assembly approval, made a regular system for the unit concerned.

11. An appropriate standing Assembly committee is charged with resolving disputes between and among colleges should procedures developed under this grading system result in unacceptable complications for students registering across college lines. The committee may bring to the Assembly issues it is unable to resolve informally through negotiation, with recommendations for resolution.

The Assembly grading policy was amended April 25, 1974, to permit students not yet covered by the two-record transcript system to convert their records to the new system in advance of conversion of all student records by paying a $10 service fee. Grades received prior to fall quarter 1972 would be shown as they were prior to conversion; later grades would be shown according to the system described above.

There is considerable interest at this University, as well as generally in higher education, in having a two-point grading system along with a more traditional five-point system. The grading policy leaves to each college how much or how little each system is available to its students, prospective students, and faculty. No University guidelines or restrictions are set.

## OFFICE SPACE

Office space is assigned to a faculty member by his or her department head at the time of appointment. Classroom buildings, unless used for evening classes, are open from 7 a.m. to 6 p.m. Buildings used for evening classes are locked at 10 p.m. Faculty members entering a locked building are expected to relock the building from the inside when they enter and to close windows, turn off lights, and lock doors when they leave. The Police Department checks on all buildings periodically.

To obtain office and building keys, faculty members should apply to their departments.

## CLASSROOM SPACE

Classrooms are assigned by the University's Scheduling Office. Room assignments are listed in the quarterly *Class Schedule*. Requests for classrooms for examinations are handled in the same way as classroom requests.

Any special classroom requirements should be made known to the department office, which will inform the Scheduling Office. Faculty members considering teaching a course that will require a specially equipped room may find out what is available by calling the Scheduling Office.

Courses taught on closed-circuit television are coordinated through University Media Resources and the Scheduling Office.

## ROOMS FOR SPECIAL LECTURES AND EVENTS

Classrooms or auditoriums for special lectures or events may be reserved by calling the Scheduling Office. However, if space is desired in Coffman Memorial Union or the St. Paul Student Center, contact the director of the respective union or center. The director of the Department of Conferences and the director of the Department of Concerts and Lectures may authorize use of space in Nolte Center and Northrop Auditorium, respectively.

Some departments prefer to have these requests channeled through the department office.

## EXAMINATIONS

A schedule of hours for final examinations is published in the *Class Schedule* each quarter. If the regular classroom is inadequate for final examinations, a special room may be requested through the Scheduling Office. Changes in scheduled hours may be made only upon the written recommendation of the dean or assistant dean. Students with conflicts in examination hours may appeal to the Committee on Student Scholastic Standing in their college for adjustment.

The Student Counseling Bureau furnishes a test-scoring and analysis service to colleges and departments using answer sheets suitable for machine scoring. Information on this service, including costs and types of answer sheets available, may be obtained from the bureau or from the staff member's department office.

Teaching faculty members are encouraged to contact the Measurement Services Center for assistance in the planning, construction, and/or evaluation of classroom examinations. This assistance ranges from occasional consultation on testing problems to intensive research on particular examinations (often in conjunction with the examination-scoring service of the Student Counseling Bureau). There is no charge for consultation services, but out-of-pocket research costs are borne by the sponsoring unit.

## EVALUATION AND TESTING

The Measurement Services Center (MSC) provides — upon request and usually without charge — a wide range of services germane to instructional evaluation.

To assist in course and instructor evaluation, MSC furnishes standard student evaluation forms, assists individual faculty members and departments in the development of rating forms and other devices tailored to specific instructional settings, and provides computer tabulation of most kinds of rating forms. Virtually all course/instructor evaluation services are rendered without charge.

For the evaluation of programs and curricula, MSC (with the active involvement of program/curriculum personnel) designs and carries out research projects directed at finding detailed answers to questions raised by participating faculty, administrators, and students. There is no charge for regular personnel, but out-of-pocket research expenses must be borne by the client unit.

MSC staff members are available for consultation — either individual conferences or workshops, seminars, and symposia — on topics related to course/instructor evaluation and curriculum/program evaluation, as well as on the design and use of questionnaires and of classroom and standardized tests. Individual consultations are free of charge; workshops may involve a charge for materials.

MSC also conducts research on the strengths and weaknesses of evaluative data and procedures and is often available for work on similar research projects.

## FIELD TRIPS

Field trips may be arranged by faculty members in consultation with their department heads. These may be short trips that are considered laboratory projects in connection with regular class work or they may be more extensive, lasting a week or more between quarters or during the summer.

If University equipment is to be taken on a field trip, a memo containing all pertinent information should be sent to Property Accounting *prior* to anticipated departure date. If approval is given, Property Accounting will arrange for insurance coverage, with the cost chargeable to the department concerned.

## STUDENT ASSISTANTS

Instructors are informed by the heads of their departments about the availability of teaching assistants for their classes. These appointments usually require 25 to 50 percent of full-time service.

## GRADUATE ASSISTANTSHIPS

Appointments to teaching or research assistantships or administrative fellowships are offered through the various departments. Students must be enrolled in or approved for admission to the Graduate School to hold one of these appointments. During the regular academic year, but not during summer sessions, such appointees must be registered in the Graduate School in each quarter within the term of their appointments. Applications for graduate assistantships should be made by February 15 for the ensuing academic year. They should be submitted to the head of the department making the appointment.

During the academic year, graduate assistants typically are appointed for 50-percent time. They may be appointed for more or less than 50-percent time, but may not be employed for more than 75-percent time in any one appointment or in any combination of appointments. In very exceptional cases, the dean of the Graduate School may authorize employment beyond the 75-percent limit. During the summer, they may work any percentage of time, up to and including 100 percent, without the special permission of the dean. Graduate students may not hold appointments for which there is no monetary compensation, nor are they allowed to hold appointments for which they receive only course credit or in-state tuition rates. Stipends for graduate assistants depend on the percentage of time of the appointment. A schedule of the current stipends for these assistantships is announced in a letter sent from the President's Office when budget preparation begins. Appointees are urged to elect the payroll deduction plan for fee payment.

Graduate students holding appointments as teaching assistants, research assistants, teaching associates, and administrative fellows at 25-percent time or more pay in-state tuition rates. This same privilege applies to members of their immediate families in the schools and colleges of registration in the University.

Effective June, 1970, these same privileges have been extended beyond the term of qualifying appointment, subject to the following rules:

The qualifying appointee must have held one of the above appointments for a minimum of three academic quarters, at 25-percent time or more, after September 15, 1969. Two summer sessions count as one academic-year quarter.

The use of the privileges is extended, after completion of the qualifying ing three quarters of appointment, on a quarter-for-quarter basis up to a maximum of six quarters of use. Appointment for three quarters entitles extension of the privilege for three additional quarters; more than three quarters entitle extension (on a quarter-for-quarter basis) for not more than six quarters.

The entitlement of qualifying appointees and members of their immediate families to this privilege will not extend beyond three years from the termination of the last or most recent qualifying appointment.

For additional information, see the March 1975 *Handbook for Graduate Assistants*. Copies may be obtained from the Office of the Vice President for Academic Affairs.

# III. Academic Resources

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin.*

## CAMPUS LIBRARIES

On the Twin Cities campus/Minneapolis are the O. Meredith Wilson Library, housing humanities and social science resources, and the Walter Library, housing the basic science and technology collection. Specialized subject libraries include architecture, art, bio-medical, chemistry, education-psychology-library science, engineering, geology, journalism, law, mathematics, mines-metallurgy-chemical engineering, music, natural history, pharmacy, physics, public administration, and Marshall-University High School. Serving the Twin Cities campus/St. Paul are a central library for agriculture, biological sciences, and home economics and departmental libraries for biochemistry, entomology, forestry, plant pathology, and veterinary medicine.

In Minneapolis, unusually strong collections in 17th century English history and in Scandinavian materials are of special interest. The James Ford Bell Collection in the Wilson Library is primarily concerned with the history of exploration and trade before 1800. An extensive collection of foreign and U.S. newspapers, both in newsprint and on microfilm, is maintained in the Wilson Library newspaper division. Other notable special collections include the Ames Library of South Asia, the East Asian Library, the Hess Collection of dime novels, the Immigrant Archives, the Kerlan Collection of children's literature and book illustration, the Middle East Library, the Social Welfare History Archives, and the University Archives, in which materials pertaining to the history of the University are collected and preserved.

The general card catalog listing the holdings of all Twin Cities campus libraries is in the Wilson Library, with microfilm copies of the catalog in Walter, Bio-Medical, and central St. Paul campus libraries. Publications not in the University's own collection may be requested from other cooperating libraries by inquiring at the Wilson Library reference desk, The Bio-Medical Library, or the St. Paul campus central library. A copying service, to provide single copies of journal articles or pages from books at nominal cost, is maintained in various libraries on the campus. Members of the academic staff are invited to recommend books for library purchase by submitting suggested titles to the resources department.

The Wilson Library has a limited number of faculty study rooms for research and writing, for which application may be made at the director's office. Reserve book rooms are maintained in both Wilson and Walter

Libraries to provide maximum circulation of titles used for course assignments. All faculty members receive forms for listing books to be placed on reserve. These should be submitted to the reserve librarian in Wilson Library one month before the start of the quarter during which they will be needed. Books should be listed on the forms exactly as they appear on bibliographies assigned to students. Faculty members wishing to place books on reserve in any other library should contact the librarian of that library.

## PRINTING AND GRAPHIC ARTS SERVICES

**Printing.** The Printing Department operates a modern, well-equipped plant staffed with technicians and craftsmen experienced in handling the wide range of printed materials required by faculty and staff members. Every job is reviewed for the most economical and expeditious manner of handling. Those jobs requiring specialized equipment because of the nature of the work or length of the run are purchased from local suppliers. The plant functions as an information center, providing cost estimates and production guidance.

**Editorial.** A newly created editorial position within Printing and Graphic Arts expands those services to aid faculty and staff members at the earliest stages of publications planning. This assistance, at no cost to the customer, is directed toward improved readability, organization of material, consistency of editorial style, and copy editing for proper punctuation, grammar, and spelling.

**Graphic Design.** The Graphic Design Department provides an experienced staff of professional designers to plan and prepare publications that are camera-ready for printing. Each assignment is carefully considered to achieve maximum effectiveness within time and budget requirements. Graphic Design will provide creative visual impact, organization, and continuity for publications. The department offers advice concerning costs, schedules, and alternatives in the design and production of material.

**Duplicating.** Short-run offset duplicating, mimeographing, and instant copying services are offered at Central Duplicating and elsewhere on the Twin Cities campus. Walk-in services are available for both copying and offset duplicating. These facilities also have a complete complement of bindery equipment.

**Addressing and Mailing.** Modern equipment and trained personnel provide rapid service in addressing, inserting, sealing, sorting, and delivery of mail to the post office. Mailing lists are set up and maintained on metal plates or on a master computer mail file for repeat mailings. The shop also has the capability to attach computer-generated labels. Mailing procedures should be worked out and postal regulations understood before a mailer is printed. Information is available on request from Addressing and Mailing.

## PHOTOGRAPHIC SERVICES

**Art and Instructional Materials.** A variety of classroom visuals — overhead transparencies, 2x2 slide art, illustrations, posters, charts, and TV visuals — are produced in the Art and Instructional Materials Division of University Media Resources. Displays, exhibits, nameplates, and other graphic presentations are available to University departments and related organizations on a custom-crafted basis.

**Microfilm Services.** The microfilm section of Photographic Services, a division of University Media Resources, offers 16mm and 35mm microfilm (black and white or color), aperture cards, Micro Jackets, Microfiche, and cartridge loading and indexing. These services can be used for filming business records, department documents, books, engineering drawings, and computer print-outs.

**Motion and Still Photography.** The Motion and Still Photography Divisions of University Media Resources provide professional personnel, equipment, and facilities to departments and members of the campus community. The divisions assist with all types of film projects, location photography, and classroom visuals.

**Nonprint Materials Publication Sales.** The Department of Audio-Visual Library Service provides audio-visual library services for assistance in the use of nonprint and print media as a learning resource. A film library housing over 8,500 titles (16,000 prints), an audio-tape library of 3,500 subjects, and a library of other nonprint subjects are among the services offered as an educational resource for patrons. Extensive bibliographic data and reference service are provided for patrons on request. Limited preview facilities and equipment are available on the campuses of the University. The library service is on a fee basis.

*Film Catalog, Filmstrip Catalog,* and *Prerecorded Tape Catalog* are bulletins listing titles held in the Audio-Visual Library Service. An alphabetical description of titles is also included. Specific guides to a wide variety of subjects are available on request to the service.

**Processing.** Highly specialized service, equipment, and personnel in all fields of photographic processing are provided by Photographic Services, University Media Resources. The division processes black and white and color film, motion picture film, and microfilm. It also does printing and enlarging from any of these sources as well as copy work and manufacturing of slides. Related services include photographic supply sales, consultation services, and a photographic archive containing thousands of negatives and transparencies.

**Whiteprint Service.** Sketches, plans, charts, and graphs can be reproduced by the Whiteprint process. Copies can be made in either blueline or blackline printing by the Agricultural Engineering Department. Instructions are given in the *Manual of Business Procedures.*

**Biomedical Graphic Communications.** The Biomedical Graphic Communications Department provides a visual communication service for the health sciences as well as other interested units of the campus. The department is staffed and equipped to produce a wide range of drawings and photographs of scientific material for use in textbooks, journals, movies, lecture slides, and exhibits. Experienced medical illustrators and artists produce drawings, diagrams, and graphs in pen and ink, halftone, and color, and also design exhibits, brochures, and multimedia presentations. Photomicrography, photomacrography, and specimen, patient, and surgical photography and motion pictures are some of the typical photographic services offered.

## CAMPUS PUBLICATIONS

**Class schedules** are distributed by the Office of Admissions and Records to the college offices each quarter.

**Twin Cities Campus Calendar** is published each quarter by University Relations. It provides a graphic summary of upcoming campus events. Copies are available from the University Relations department.

**Minnesota Daily**, the independent student newspaper on the Twin Cities campus, is published daily during the academic year and three times weekly during summer sessions.

**Official Daily Bulletin.** The Official Daily Bulletin, prepared by the Department of University Relations and published in the *Minnesota Daily*, carries official administrative and faculty announcements. Faculty members are responsible for knowledge of the information published in the Bulletin. Between quarters, a separate Bulletin is published on Thursdays as needed.

A faculty member wishing to make an announcement in the Bulletin should type the information in brief form, have it signed by his or her department head or dean or by the staff member whose signature is authorized for this purpose, and send it to the editor in the Department of University Relations. Notices must be received by 10 a.m. two working days before the desired publication date. For the interquarter Bulletin, notices should be submitted by noon the Tuesday before publication. Except for certain notices of unusual campus-wide importance, notices will be printed only once.

**Instructional Resources,** available from the Center for Educational Development, is a guide for faculty members to instructional services and facilities on the Twin Cities campus.

**Handbook for Graduate Assistants.** The handbook contains current information on University policies and procedures concerning graduate assistantships. It discusses only graduate assistantships that require service. The handbook may be obtained from Academic Affairs.

# IV. Student Services

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin.*

## UNIVERSITY HEALTH SERVICE

The functions of the Health Service are to assure students and faculty members a healthy environment in which to live and work, to protect the health of University students, and to teach students the value of preventive and curative medicine through individual and formal health counseling.

The Health Service program is divided into two parts: prevention and care of illness in the individual students and public health supervision of environmental factors on the campus that might be detrimental to the health and safety of students and staff. The first part includes health examinations, complete medical care, including consultations in all of the medical specialties, and hospitalization when needed. The second part includes communicable disease control and a comprehensive environmental health and safety program carried out by a large staff of engineers, health physicists, sanitarians, and technicians.

## ORIENTATION OF NEW STUDENTS

Student-faculty committees work with the director of orientation in the Office of the Vice President for Student Affairs to plan orientation programs. These programs are designed to inform new students of the special assistance available for their use, to help them clarify and understand their own and the University's expectations, and to provide them an opportunity to meet and interact informally with fellow classmates, faculty, and staff members. These objectives are accomplished by retreats, lectures, book discussions, one-to-one counseling, small group meetings, tours, and shared living and dining experiences.

## STUDENT COUNSELING BUREAU

Students with special needs may be referred to the Student Counseling Bureau, which provides a reading and study skills clinic, aid to handicapped students, and specialized help with vocational, personal, and social problems. Faculty advisers and counselors in college offices may consult the bureau about a student's problems and may obtain information about scores of entrance tests a student has taken. Machine scoring of midterm and final examinations is arranged through the technical division of the bureau.

## STUDENT CONDUCT

Complaints of violation by students of University standards of conduct are registered with the conduct code coordinator. Consultations on matters relating to student misconduct may be initiated with the coordinator or the director of the Special Counseling Office. The latter serves as the secretary of the Committee on Student Behavior and is authorized to handle personally cases that do not require activation of formal hearings. Should a formal hearing be requested by the student or should the complaints be of such a serious nature as to require committee action, the secretary convenes the committee and makes arrangements for a hearing.

Complaints of student misconduct in residence halls are handled by the residence hall staff and judiciary boards. Instances of scholastic dishonesty within a single college that do not involve persons from other colleges are handled in accordance with that college's procedures. Instances of scholastic dishonesty of an intercollegiate nature are reported to the Special Counseling Office. If the complaint of scholastic dishonesty cannot be resolved to the satisfaction of all parties concerned, the secretary may refer it to the Committee on Student Behavior.

## STUDENT ACTIVITIES

The student activities coordinator and staff, who promote and consult with more than 400 registered student organizations on campus, frequently enlist faculty members to act as advisers for student groups. A roster of these organizations — with information on their purposes, activities, and time commitments — and a directory of officers may be obtained from the coordinator or from any of the student activities centers. Faculty members also are invited to speak to students of high achievement, to campus leaders, and to new students at special camps and retreats.

## FOREIGN STUDENTS

The International Student Advisers Office reports to the vice president for student affairs and is closely linked to the Campus Assembly committee on international students and the University Senate council on international education. Functions of the office include liaison with agencies of the United States and foreign governments; administration of the University's exchange visitor program; counseling on educational, personal, social, and career problems; cooperation with the Office of Student Financial Aid in the administration of foreign student tuition scholarships; liaison with sponsors of educational programs; arrival and return assistance; special orientation for newcomers; cooperation with the Office of International Programs and the International Study and Travel Center in providing services to U.S. students traveling or studying abroad; development of community relations; and other services.

The office staff is familiar with national and international developments affecting the flow of persons across national boundaries and remains aware of legislation and regulations regarding currency exchange, visas, travel, health, and employment. The staff is also involved in teaching and research related to the problems and educational potential of international student and staff exchanges.

## STUDENT FINANCIAL AID

Students who need assistance in financing their educations can receive advice and help from the Office of Student Financial Aid. Through this office, students may be aided in planning their budgets, in obtaining short- or long-term loans, and in learning of available scholarships and grants.

## HOUSING OFFICE

The Housing Office assists students, staff, and faculty in making suitable living arrangements on and off campus. It provides information on the rates and availability of rental units, mediates housing complaints, administers the Regents' policy against discrimination in private housing, and trains residence advisers for residence halls, sororities, and fraternities. The office serves also as a housing information and population data center.

The counseling program is planned to help students benefit from their University living environment.

## RELIGIOUS ACTIVITIES

Questions regarding student religious organizations should be referred to the Student Activities Centers. Other inquiries regarding the religious community should be referred to the Office for Student Affairs.

## MINNESOTA WOMEN'S CENTER

The center is a resource facility to collect and provide information on and about women, with special reference to women students. It provides educational, personal, and career development counseling and referrals for women students and women in the community. It maintains a resource library containing books, pamphlets, and research studies about women, which provides women, students and nonstudents, with an opportunity to become informed about and involved with the current women's social movement. Students may receive independent study credit for special projects, and seminars on women can also be arranged.

## PARENTS ASSOCIATION

The Parents Association is an organization of University parents that serves as a channel of communication between parents and the University. It provides information to parents on all facets of the University. Regular monthly programs are scheduled on the Twin Cities campus or in outstate areas. A newsletter is published quarterly for members. Other special events, such as summer coffee hours and Parents Day, are sponsored by the Parents Association for parents of incoming freshmen.

## STUDENT LIFE STUDIES

The staff of Student Life Studies initiates and conducts research on various aspects of student life, often in cooperation with other student personnel agencies.

## SPEECH AND HEARING CLINIC

Students with speech and hearing difficulties should be referred to the Speech and Hearing Clinic for consultation, evaluation, and remedial help.

## PLACEMENT

**General.** A Placement Inquiries Clearance Office is located in the Education Career Development Office of the College of Education. This clearance office does not register or recommend candidates for jobs, but directs prospective employers to the proper colleges or departments. Staff members may advise employers to call or write the clearance office for help in placement procedures. Certain colleges and divisions have their own placement offices.

**Teachers.** The Education Career Development Office in the College of Education includes a placement center for teachers, counselors, educational research workers, psychologists, and school supervisors and administrators. Its services are available to M.A. and Ph.D. graduates of the University seeking careers in college teaching, research, and administration, as well as to College of Education graduates who are prepared to teach in elementary, secondary, and postsecondary schools.

## OTHER STUDENT SERVICES

A Directory of Services, listing many University and community service resources that specialize in dealing with the problems of youth (e.g., counseling, emergency, employment, legal, medical, and general services), is published in the front section of the *Student-Staff Directory*. Faculty members may wish to refer to it when counseling students.

# V. Miscellaneous Policy Matters

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin.*

## INFORMATION AND TOUR SERVICES

The Department of University Relations maintains a Visitor Information Center and tour service on the Twin Cities campus. Anyone wishing to tour the Twin Cities campus, individually or with a group, should contact the center. In addition to regularly scheduled tours, the center provides guided tours by appointment.

## VISITORS ON CAMPUS

Faculty members who have distinguished guests or who know of important visitors in the Twin Cities community are urged to inform the vice president for academic affairs and the director of University Relations. Sometimes arrangements can be made to present such visitors at special meetings and lectures on campus. A news conference may be appropriate, with the approval of the visitor. Mail and telephone calls can be expedited if the visitor's whereabouts are known. The Department of University Relations, through its Visitor Information Center, will show visitors the points of interest on the Twin Cities campus.

## SOLICITATION OF FUNDS ON CAMPUS

Soliciting funds or contributions on any campus is forbidden unless specifically approved by the Administrative Development Committee.

On the Twin Cities campus, the Consolidated Fund Drive has received such approval. Each fall, staff members are asked to contribute to the fund drive for the United Fund, the Minnesota Division of the American Cancer Society, the Minnesota Heart Association, and the University of Minnesota Student Aid Fund. The drive is organized by the Office of the Director of Development. Staff members may authorize payroll deductions over a six-month period.

## ATTENDANCE AT ACADEMIC FUNCTIONS

All faculty members are welcome to attend University functions. For occasions when academic processions are held, each college selects a number of its faculty members as its representatives. Those selected who do not own caps, hoods, and gowns may borrow them without charge from the University Bookstores. Contact University Relations for rental procedures.

All faculty and staff members are invited to participate in special events and commencement ceremonies. Campus-wide commencements for graduate-degree candidates are held in June and December on the Twin Cities campus, and faculty members who wish to serve as marshals should contact the Department of University Relations early in the quarter in which a commencement will take place. Bachelor and professional degrees are awarded at individual collegiate events. Faculty members often wish to participate when a family member or favorite student is receiving a degree.

Special events include building dedications, groundbreakings, and other events of all-University importance. Inquiries about such events should be directed to the commencements and special events coordinator in the Department of University Relations.

# VI. Personal Services for Faculty

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin.*

## HOUSING

The Housing Office lists privately owned apartments and homes for rent, sublease, or sale. In addition, temporary accommodations in residence halls and in motels and hotels can be secured through the office. Pillsbury Court, a University apartment development of 48 townhouses near the Minneapolis campus, is available for occupancy by full-time faculty members of the rank of instructor and above. Priority will be given to new faculty members whenever possible; early application is a must.

A faculty homesite plan is offered to permanent faculty members with tenure who wish to build new homes in University Grove, an all-University community in Falcon Heights, a suburb of St. Paul. The land for these homesites is leased from the University.

## CAMPUS SCHOOLS

The University maintains several special schools for children. Although it is not the purpose of the schools to serve the children of faculty members, applications from faculty families are welcome and are given equal consideration with others.

**The Institute of Child Development.** The institute, which studies the behavior of normal children, conducts a nursery school for children three to five years of age. Information may be obtained from the institute office.

**Child Care Center.** The center, sponsored by the Institute of Child Development, is primarily a facility to enhance University training and research in the field of child care by providing day care services for children of University students, faculty, and civil service employees. The center accepts children three months to five years of age. More information is available from the Child Care Center.

**Marshall-University High School.** The Marshall-University High School is located in the Dinkytown area of southeast Minneapolis near the Twin Cities campus/Minneapolis. Marshall-University High is a public school, grades 6-12, with a student population drawn from throughout the city of Minneapolis. It also serves as a research and teacher education center for the College of Education of the University. Enrollment is limited to 1,100 students. Tuition and fees are paid by students not residing in Minneapolis. Further information may be obtained from the principal of Marshall-University High School.

## FOOD SERVICE FACILITIES

**Minneapolis, East Bank.** Coffman Memorial Union offers a wide variety of food facilities, the major cluster being on the ground floor. One facility is a large scatter-system food service offering a complete selection. Another is "The In," featuring hamburgers and shakes to "eat and run." Another eating area is "The Souper," which provides a variety of foods from soup to spaghetti to ice cream in a walk-through service. In the basement games area is "The Barrel," with sandwiches and pizza. "The Grocery" on the main floor has deli and snack refreshments. Vending facilities are located on the ground floor.

"Spectrum" in Health Sciences Unit A offers a complete menu, as does the food service in Shevlin Hall.

**Minneapolis, West Bank.** "Riverbend," in the Auditorium Classroom Building, provides a complete menu in a walk-through food service, and a view of the river, bridge, and east bank campus. Vending facilities and "The Dinghy," a snack bar, are on the concourse.

Blegen Hall contains "Metropol" and "Rug-On-The-Wall," which provide complete snack and entree facilities.

Anderson Hall has a large vending area with adjacent lunch and study areas.

**St. Paul.** Full food service is offered in "The Grainery" and "The Birchwood Room" in the Dining Center, and snacks and refreshments are available in the Student Center "Rouser Room."

**Party, Banquet, and Private Dining.** Facilities are available at Coffman Memorial Union, "Spectrum," "Riverbend," and the St. Paul Student Center. Take-out and delivered foods are also available. Arrangements may be made with the Minneapolis or St. Paul food services.

**Campus Club.** The Campus Club is a private faculty social club and also has dining facilities. See Clubs and Organizations for more information.

## PARKING

There are parking facilities for staff members and students on or near the Twin Cities campus/Minneapolis (see maps at end of this book). Facilities include outdoor parking lots, parking ramps, and several parking areas that are regulated by meters. There are also underground parking garages located in Mayo Memorial Building, Coffman Memorial Union, Nolte Center for Continuing Education, and Northrop Auditorium.

Because of long waiting lists already held by Parking Services, contract parking space is not available in Twin Cities campus garages and ramps.

However, contract parking space is available in some of the outdoor lots; inquiries should be made to Parking Services. If space is not available at the time of application, the applicant's name may be placed on a waiting list at his or her request. Copies of the parking map and lists of rates are available from Parking Services.

Parking reservations for visitors to the campus are made through Parking Services. Arrangements may be made through department offices to charge parking fees for guests of the University to a department budget.

To ensure the safety of pedestrians and to facilitate movement of fire trucks, ambulances, and other emergency vehicles, parking on Minneapolis campus streets is forbidden. This regulation is strictly enforced 24 hours a day, including Sundays and holidays.

Northrop and Nolte Center garages are open to the public for special evening events that do not require reservations. The Coffman Memorial Union garage and the River Road ramp behind the Union are open to the public every evening without reservation.

Faculty members wishing to return to the campus during evening hours may use the parking lots, except those that are reserved on evenings when special events are scheduled.

In St. Paul, parking lots are close to most buildings. In addition, parking is available on the adjacent State Fairgrounds.

## TRANSPORTATION

Intercampus buses (line 13), running at 10-minute intervals during daytime hours, at 5-minute intervals between 7:05 and 10:15 a.m., and at 20- and 40-minute intervals in the evening, furnish transportation between the Minneapolis and St. Paul campuses. On Saturdays, the buses operate on a 20-minute schedule in the morning and a 40-minute schedule in the afternoon and evening. There is no bus service on Sundays and University holidays. Anyone riding from campus to campus rides free. Anyone boarding and/or exiting the bus between campuses must pay a 30¢ cash bus fare or use a reduced-fare card, which permits 20 rides for $4, obtainable at the Bursar's Office in Minneapolis (east and west banks) or the Cashier's Office in St. Paul. Departments may request special passes for use by staff members on business trips to stops between the campuses. Requests for such passes should be made by department heads or administrative officers to the University Transit Services Office. Campus buses also provide frequent service between the campuses and the remote parking lot at 29th and Como Avenues. Parking is free, and bus fare is 15¢ each way.

A free bus transportation system between the east and west banks of the Twin Cities campus/Minneapolis operates at 5-minute intervals.

Route maps showing the stops of the various buses are on display at the information counters in Coffman Memorial Union, the West Bank Union, Morrill Hall, and the St. Paul Student Center, at the Transit Services Office, in the *Student-Staff Directory,* and in each quarter's *Class Schedule.* Small handout schedules are also available at each of these information counters, and the schedules are posted at each stop along the routes.

Several morning and afternoon express bus lines link suburban areas directly to the east and west banks of the Twin Cities campus/Minneapolis. For schedules and route information, call the Transit Services Office.

The University also offers a free computer-matched car pool service. Applications are available at the information counters in Coffman Union, the West Bank Union, Morrill Hall, the St. Paul Student Center, and the Transit Services Office.

The University owns a number of automobiles that are available from a pool for University business. Aircraft owned and operated by the University are also available. Call Vehicle Rental or University Flight Facilities for rates and schedules.

## IDENTIFICATION CARDS

Faculty identification cards are available to faculty members on the Twin Cities campus; the cards are required for use of the libraries. Faculty members should obtain authorization cards from their department offices. (Department heads should order the authorization cards from the Bulletin and Service Bureau.) After completing the card as specified (instructions are on the reverse side of the authorization card), it should be mailed or brought to the Identification Card Office. If a picture is desired on the card, bring the authorization or identification card to the ID card office between 8 a.m. and noon or 1 and 4:15 p.m., Monday through Friday. If a card is lost, stolen, or due for renewal, follow the procedure described above.

## CHECK CASHING

University payroll checks may be cashed at the Bursar's Office on the east and west banks in Minneapolis and at the Cashier's Office in St. Paul. Personal checks up to $25 may be cashed. Students must have a student identification card and a current quarter paid fee statement. Staff members must have a current staff identification card.

## UNIVERSITY HEALTH SERVICE

Faculty members may join the health service plan by paying the membership fee. This plan provides the member with outpatient benefits, including general outpatient and specialist services and an annual physical examination. The plan covers all services rendered except such items and services as physical and X-ray therapy in excess of $50 per year, glasses, drugs, and dental care, for which charges are made. The plan does not provide for medical care during hospitalization or for home calls. Only the staff member is eligible for medical care under this plan; family members are excluded.

The membership period runs from September 16 to the following September 15. Applications will be accepted any time before September 16 for services beginning September 16. Applications also will be accepted before March 15, but these must be for 18 months with service beginning on March 15. Faculty members may apply for membership at the cashier's office at the Health Service in Minneapolis.

The Health Service also performs preemployment medical examinations for faculty and certain civil service staff members and executive physical examinations.

## LOST AND FOUND

Each campus building has a Lost and Found Office. Building directory boards usually list the office, or department secretaries should know its location. After one week, unclaimed items will be sent to the nearest location: West Bank Union, Coffman Union, or Coffey Hall Post Office. If items are unclaimed for a longer period of time, they will be sold at a public sale.

## UNIVERSITY BOOKSTORES

The University operates several bookstores on the campus. In Minneapolis, the Engineering Bookstore in Lind Hall serves the textbook and supply needs of the Institute of Technology and the College of Biological Sciences. The Medical Bookstore in Health Sciences Unit A serves medicine, dentistry, pharmacy, and nursing. The Nicholson Hall Bookstore serves the College of Liberal Arts, the College of Education, the General College, and Continuing Education and Extension. The Smith Bookstore on the West Bank serves the College of Liberal Arts and the College of Business Administration. The Coffey Hall Bookstore in St. Paul sells books and materials used in the Colleges of Agriculture, Forestry, Home Economics, and Biological Sciences.

## MAIL FACILITIES

United States Post Offices for outgoing mail only are located in Coffman Memorial Union and Coffey Hall. Most regular postal services are offered, except issuance of foreign money orders or acceptance of foreign parcels other than printed matter.

United States mail is delivered regularly to all campus buildings by the

Campus Mail Department in St. Paul and by the U.S. Postal Service in Minneapolis. Collection boxes are located at various points on the campus.

The Campus Mail Department will pick up heavy parcels or large quantities of second, third, fourth, and permit class mail for delivery on campus or to be mailed at the U.S. Post Office; arrangements should be made by the department office with the Campus Mail Department. The Receiving Department of the General Storehouse will pick up items to go to the express office or the freight office. Arrangements for this service also should be made by the department office.

Campus mail service to department main offices on and between the Minneapolis and St. Paul portions of the campus is handled by the University. No postage is required on items sent through campus mail. There are collection boxes for campus mail in all major buildings. Deliveries are made twice daily. Campus mail should be addressed with name, department, room number, building designation, and campus, as listed in the *Student-Staff Directory*. Return address should be included to ensure return of mail that is not deliverable. All bulk mailings (over 50 letters or more than two pounds) must be sorted and bundled by department and building. For bulk mailings of two pounds or more, the Campus Mail Department should be called to arrange for pickup by truck. Campus Mail does not pick up books.

Campus Mail is to be used for University-related business only.

Further information may be obtained from the *Manual of Business Procedures*, Index 2-M-1.

## TELEPHONE SERVICE

The Twin Cities campus has a Centrex telephone system that electronically routes off-campus calls directly to individual phones or to departmental answering points, thereby allowing callers to reach their parties immediately without going through a central switchboard.

To reach any University telephone on the Twin Cities campus from another campus phone (373 and 376 prefixes), dial the last five digits of the listed Centrex number.

To reach an outside telephone from a University telephone, dial "9" before dialing the outside telephone number.

The University information operators are on duty 7:30 a.m. to 6:30 p.m., Monday through Friday, except for regularly scheduled University holidays. To contact the University information operator from an off-campus phone, dial 373-2851; from a campus phone, dial 3-2002. Hospitals information, available 24 hours a day, is reached by dialing 373-8484.

To report any campus emergency, always dial "0".

Long distance calls placed from University telephones are automatically charged to the department in which the phone is located. Each department is responsible for controlling all long distance calls made from its telephones.

To order new installations or changes in existing phones, call Telephone Services, 373-3293. For repair of existing telephone equipment, call Northwestern Bell Repair (410-2234) and report the problem to the repair clerk.

For more detailed information on the telephone system and telephone procedures, see the *Student-Staff Directory*.

## SECRETARIAL SERVICES FOR ORGANIZATIONS

Faculty members who are officers of state or national organizations and who need secretarial services that can be charged to those organizations will find it convenient to use the State Organization Service, a unit of Continuing Education and Extension. Clerical services such as typing and duplicating, mailing, membership and mailing list maintenance, bookkeeping, and other office work can be purchased when needed on a piecework basis.

## PROGRAM SERVICES FOR VOLUNTARY GROUPS

Faculty members and their families seeking programs for organizations outside of the University are welcome to use the services of Continuing Education and Extension. Call or write the dean or the World Affairs Center, Continuing Education for Women, Continuing Education in the Arts, or Audio-Visual Library Service.

Groups and individuals interested in engaging a University Regent, administrator, or faculty or staff member as a speaker may receive help from the Speakers Bureau. The bureau can help locate a speaker on a specific topic and provide biographical data on speakers, information regarding fees, and a *Speakers Guide*, which lists speakers from all University campuses and their topics. Faculty members who wish to be listed in the guide should contact the manager of the Speakers Bureau.

## RECREATIONAL AND CULTURAL OPPORTUNITIES

The University offers much in the way of music, theatre, and the arts, as well as recreational and social opportunities for the leisure time of faculty members and students.

**The Department of Concerts and Lectures.** Each spring the University, through the Department of Concerts and Lectures, joins the Minnesota Orchestral Association and a regional committee of sponsors and guarantors in presenting in Northrop Memorial Auditorium a series of performances by the Metropolitan Opera Company of New York. Mail orders for tickets are accepted at the ticket office six weeks before the opera performances, and the box office sale of single tickets opens approximately 10 days before the first performance.

The University Artists Course, a division of the Department of Concerts and Lectures, presents two series of programs during the year. The Masterpiece Series usually consists of five or six concerts by internationally recognized musical artists. Beginning in 1975-76, the World Dance Series expanded from six to 12 performances by ballet, folk, and contemporary dance companies. Also new are the ballet (four performances), contemporary (five performances), and folk (three performances) mini-series, which are available at season rates. Season tickets may be ordered at the Artists Course ticket office. Tickets for individual concerts go on sale approximately three weeks preceding the concert at both the Artists Course office and Dayton's stores.

In addition to the University Artists Course, the Department of Concerts and Lectures sponsors several special concerts each year featuring outstanding dance troupes, musical groups, and popular artists and attractions.

During the academic year, under the auspices of the Campus Committee on Convocations and the Arts, various programs are presented on the Twin Cities campus. These attractions include lectures, musical and dance programs, art exhibits, theatrical productions, and films. No admission is charged and the general public and University faculty, staff, and students are invited.

The Department of Concerts and Lectures, in cooperation with interested departments, also sponsors special lectures and scientific conferences for smaller and selected audiences.

During the summer, Summer Session and the Department of Concerts and Lectures cooperate in sponsoring a series of outdoor concerts by folk, jazz, blues, contemporary, and orchestral music groups. Also included are dance programs and a film series; no admission is charged.

**University Theatre.** University Theatre schedules productions throughout the year in Rarig Center. Plays are featured each quarter of the academic year in the Whiting Proscenium Theatre, the Stoll Thrust Theatre, and the Arena Theatre. Special productions by University Theatre include the Young People's University Theatre, Theatre of the Word, and workshop productions. Workshops are performed in the Experimental Theatre.

During the summer, the Theatre operates the Minnesota Centennial Showboat and the Peppermint Tent on the bank of the Mississippi River and stages summer session productions in Rarig Center. University Theatre also sends touring companies to elementary and secondary schools throughout the Upper Midwest. Theatre coupon books or individual tickets may be purchased at the Rarig Center ticket office.

**University Radio and Television.** KUOM, 770 on the AM dial, is the Twin Cities campus radio station. Programming includes news, classical and modern music, literature, drama, criticism, interviews, discussions, and lectures. KUOM also provides news and background information about the University. Classroom lectures, offered for credit through Continuing Education and Extension, are broadcast each quarter during the academic year.

Also during the academic year, Media Resources of Continuing Education and Extension presents "University Television" on KTCA-TV, channel 2, every Monday and Wednesday evening at 9 p.m. Check local listings for program descriptions. A wide range of programs is offered, reflecting the University's educational and cultural resources. Faculty involvement in these programs is encouraged. Six series during the year are offered as courses for credit. For more information, contact the coordinator of broadcast television.

**Music Department Programs.** The department sponsors senior student and faculty recitals throughout the year. The Opera Workshop annually presents a complete opera or scenes from operas. The Collegium Musicum, the Contemporary Music Ensemble, the University Chorus, the University Symphony Orchestra, and the University Bands maintain an active concert schedule. Admission to most of these events is free.

Faculty members are invited to participate in all of the above activities. Information may be obtained from the Music Department.

**Motion Pictures.** Audio-Visual Library Service can provide or obtain films on a variety of subjects for special showing. Each week during the summer session, a series of educational and informational films is shown to acquaint faculty members with the new titles available for classroom and group showing.

During the school year, the University Film Society, a student organization, offers showings of outstanding American and foreign motion pictures. Details are given in the *Minnesota Daily*. An admission fee is charged.

**Art.** The University Gallery on the third and fourth floors of Northrop Memorial Auditorium presents major exhibitions drawn from national and local sources, including frequent presentations from the permanent collection of the gallery. The gallery's collection contains paintings, sculptures, prints, drawings, photographs, and ceramics, as well as some examples of period furniture and *objets d'art*. Of particular importance are the collection of earlier twentieth-century American paintings and a recent bequest of seventeenth- and eighteenth-century European paintings, drawings, and decorative arts. Regular viewing hours are held Monday through Friday. The gallery is also open to persons attending concerts and other evening events in Northrop Auditorium. The gallery lends original works of art to faculty and staff members for their offices through its rental loan program.

Other galleries are located in Coffman Memorial Union, West Bank Union, and the Wilson Library.

In the St. Paul Student Center, three galleries exhibit paintings and other art forms throughout the year. Galleries are open during regular building hours.

**James Ford Bell Museum of Natural History.** The museum features major diorama exhibits of the wildlife and habitats of Minnesota, as well as temporary exhibits on natural history. Objects in the Touch and See Room can be examined from all angles, touched, and — in some cases — carried about. The Jaques Gallery displays part of the museum's collection of art by Francis Lee Jaques and works by other natural history artists. The bookshop has an excellent selection of field guides and other natural history books for adults and children and such related materials as records of animal sounds. Films are shown on some Sunday afternoons. Phone or write for schedules and brochures.

**Unions/Student Centers.** The Minnesota Union provides facilities, services, and programs through three constituent unions or student centers on the Twin Cities campus. Faculty members, staff, and students are members of the Minnesota Union and its operating constituent units and as such are invited to share in union benefits.

*Coffman Memorial Union, Minneapolis.* Coffman Union, which is directed by a Union Board of Governors composed of students, faculty, and alumni, offers a variety of facilities and programs for faculty use. Facilities are available for ceramics, woodworking, metalworking, photography, and handicraft projects. Supplies may be purchased in the Artcraft Studio. Bowling lanes are available for faculty leagues and for open bowling. Pocket billiard tables are available throughout the day and evening. The Union Board organizes dances, weekend outings, lectures, discussions, and other activities in which faculty members may wish to participate.

A cafeteria, quick lunch counters, and lunchrooms with vending service are located in Coffman. Barber and beauty shops are located on the ground floor. A post office is also on the ground floor.

The Campus Club occupies the fourth, fifth, and sixth floors of Coffman and affords dining, meeting, lounge, and activity areas to faculty and staff members (see Clubs and Organizations).

*St. Paul Student Center.* The St. Paul Student Center Board of Governors has a voting membership of student, faculty, and alumni representatives. It determines policies for operation of the student center and conducts a planned program of activities, most of which are open to faculty members.

The board invites faculty members to use the facilities of the center, which include eight modern bowling lanes, six billiard tables, table tennis equipment, and facilities for card playing. Magazines, newspapers, television, radio, stereophonic phonograph equipment, art galleries, and an outings equipment rental service are available. Faculty members may reserve conference rooms for meetings. The North Star Ballroom may be reserved for banquets, conferences, meetings, and parties.

Planned union activities include coffee hours, discussion sessions, convocation programs, dances, art exhibits, and concerts. For most of these events there is no charge to staff members. Necessary fees are kept minimal.

The Rouser Room offers snack bar service.

*West Bank Union.* The union is a student-faculty-staff organization established to assure resources and processes to individuals and groups to meet their interests and needs, to provide services, and to develop programs.

Services include assistance to campus organizations, lost and found, locker rental, check cashing, and information. Programs include public affairs speakers and discussions, films (West Bank Union Bijou), music, the West Bank Union Gallery and Films Archives, the Minnesota Union Debates, and the Minnesota Union Forum.

Board and staff members of the West Bank Union are available to discuss interests or suggestions.

**Sports Activities.** The Department of Intercollegiate Athletics for Men offers faculty members a reduced price on season athletic tickets that admit holders to all regular home University football and baseball games, swimming and gymnastic meets, wrestling matches, and track and field meets. The season ticket does not cover exhibitions or other special events or contests such as championship tournaments.

Reduced prices on season basketball and season hockey tickets are also available. The sale of these tickets is in the fall approximately one month prior to the opening of the basketball and hockey seasons. A mailing of applications is made to staff members in the fall.

Each University staff member (regardless of marital status) who is eligible for staff-employee season athletic tickets may purchase two tickets. In addition, those staff members with children under 18 years may purchase up to two additional tickets for their use. The only restrictions are that one ticket must be for the personal use of the staff member and that those purchased for children under 18 (which will be over-stamped "CHILD") be used only by the staff member's children.

Single game admissions may be purchased at regular prices. Staff football tickets are sold during the spring and at that time a complete mailing of information and ticket application is sent to University employees. Season tickets may be purchased with cash or by a payroll-deduction plan during the spring sale. Staff-employee tickets are also sold during the fall. For current information, call the Athletic Ticket Office.

The Department of Intercollegiate Athletics for Women provides intercollegiate competitive opportunities in ten varsity sports. With the exception of special fund-raising and tournament events, admission is free. For schedules and information, contact the Office of Intercollegiate Athletics for Women.

The Recreational Sports Office provides men and women faculty members with the opportunity to participate in a variety of sports with the purchase of an activity permit for $20 per year or $5 per quarter. Archery, badminton, basketball, bowling, cricket, fencing, golf, handball, horseshoes, judo, karate, paddleball, skating, soccer, softball squash, swimming, tennis, touch football, volleyball, and weight-lifting are offered.

The permit may be purchased at the Recreational Sports Offices in Minneapolis and St. Paul.

For faculty members, the *Faculty-Staff Sports Club Newsletter* gives information on physical recreation opportunities. A variety of club activities are available, with special emphasis on conditioning exercises, jogging, handball, softball, volleyball, basketball, paddleball, swimming, and squash.

A family recreation program is conducted on Sunday afternoons in Minneapolis and St. Paul. Information about this program, open to faculty members and their families who purchase activity cards, may be obtained from the Recreational Sports Office. Faculty members may rent lockers on a daily, quarterly, or yearly basis.

Norris Gymnasium for Women is available to men and women faculty members during the "open recreation" hours during the day. Information about times when facilities are available for such activities as archery, badminton, conditioning exercises, golf, swimming, tennis, and volleyball may be obtained from the Norris intramural office. Equipment for a variety of activities may be obtained at the equipment dispensary room. A locker-towel-swimming suit charge of 35¢ daily, $6 per quarter, $13 per three quarters, or $18 per year is required for use of swimming pools. Instruction in selected sports is offered in extension classes in Norris Gymnasium. Information on classes may be found in the Continuing Education and Extension Bulletin.

The University golf courses — an 18-hole, par 71 course of 6,331 yards and a 9-hole, par 27 course of 1,386 yards — are located on Larpenteur Avenue and Fulham, near the St. Paul campus, and are open to all University staff members. Greens fees may be paid on a daily or seasonal basis. Reservations may be made for weekend play. Club rentals, locker and towel service, and golf supplies are available. The courses are located on the intercampus bus line. Guests are permitted with staff members.

Twenty hard-surface tennis courts — located at 19th Avenue and 4th Street S.E., Minneapolis — and additional courts on the St. Paul campus are open to staff members for a nominal fee. Reservations are not necessary. Guests are permitted.

The indoor ice skating rink in Williams Arena is available to staff members and their families during scheduled hours, with staff-family recreational skating exclusively on Sunday mornings. A nominal fee is charged, and rental skates and skate sharpening are available. The rink is open from mid-October to mid-March.

## CLUBS AND ORGANIZATIONS

**Campus Club.** All full- or part-time faculty members with the rank of instructor or above and civil service staff members with comparable positions are eligible to join the University of Minnesota Campus Club, a private faculty social club. Its quarters on the top three floors of Coffman Memorial Union offer a fine view of the campus and downtown Minneapolis.

The Campus Club provides members with an opportunity to meet socially with faculty members from all departments. Its facilities include a number of dining areas, lounge and reading rooms, and recreation rooms. Lunch is served daily, Monday through Saturday, and membership dinners are served on Thursday evenings. Members' First Tuesday luncheons, with a special guest speaker, are open to members, their spouses, and guests. The club also arranges special dinners, parties, receptions, teas, and holiday buffets for its members and their guests. A sixth-floor service line accommodates several private committee meeting rooms. The club is maintained through annual membership dues, initiation fees, and charges for services rendered to members. Information may be obtained from the club office.

**Faculty Women's Club.** The Faculty Women's Club includes women members of the faculty and wives of faculty men with the rank of instructor or above. One of the purposes of the club is to welcome and orient new faculty women and wives. At a fall reception, the activities of the 22 interest groups are displayed and members and newcomers can get together in area groups to plan future activities and car pooling.

The club program includes a holiday tea at the University President's home, a dance, and a luncheon and style show. Monthly interest groups include art, community concern, crafts, culinary arts, drama, home and garden, international affairs, modern literature, music, needle arts, pen, potpourri, St. Paul campus, social service, student, University hospital auxiliary, and youth. Many bridge and recreational groups meet more frequently.

The club also finances scholarships for University students.

**Council for University Women's Progress.** The council is concerned with the status of women at the University and is open to faculty, staff, students, and others with University ties. The group holds monthly meetings at which various women's issues at the University are studied. A civil service division also meets monthly, concentrating on concerns of civil service employees. Information on current officers may be obtained by calling the Minnesota Women's Center.

**University Association of Black Employees.** The association seeks to give visibility to the status of black employees at the University and in surrounding communities. It endeavors to put black people in closer touch with each other socially and to give support to black employees who want to maximize their employment potential with the University. The association has regular monthly meetings as well as periodic social events. Its board of directors and officers are elected by the association membership.

**Council of Graduate Students.** The council represents all University graduate students. Its voting membership includes an elected representative from each graduate program, a representative from each policy and review council in the Graduate School, and all graduate student members of the University Senate. Its functions include facilitating graduate student participation in the governance of the Graduate School and the University, channeling communications and information to and from graduate students, and promoting the academic, economic, and social aims of graduate students.

**Collective Bargaining Units.** Each of the following groups has petitioned to serve as a bargaining agent on the Twin Cities campus, if the faculty should choose to exercise its role in University governance through collective bargaining: American Association of University Professors, University of Minnesota Twin Cities chapter; University of Minnesota Federation of Teachers; Committee of the Faculty of the Health Sciences; and Law Faculty Association.

**American Association of University Women, Minneapolis Branch.** The Minneapolis branch is one of the largest in the country. Its purpose is to unite alumnae of colleges and universities on the AAUW list of qualified institutions for practical educational work, to concentrate and increase their effectiveness in the community for the solution of social and civic problems, to participate in the development and promotion of the policies and programs of the American Association of University Women, and to contribute to its growth and advancement.

**Others.** Most of the national and international professional societies in scholarly fields have local chapters at the University or within the state. Information about these groups may be obtained from department heads.

# VII. The Twin Cities

With more than two million people, the metropolitan area of the Twin Cities — Minneapolis, St. Paul, and suburbs — is the largest population center between Chicago and the Pacific Northwest. Located in the rolling lake country of eastern Minnesota, the cities have spacious residential areas graced with trees, parks, lakes, and rivers. Commercial activity is brisk, and employment normally is high. Fine shops and department stores, famous restaurants, impressive new buildings, and excellent educational facilities reflect the general prosperity.

The metropolitan area is a major production center for machinery, graphic arts products, and electrical and scientific instruments. Control Data, Minnesota Mining and Manufacturing Company, and Honeywell Inc. are among the nationally known firms with headquarters here. The area is a food-producing center as well. Minneapolis is the hub of the nation's milling industry and the home town of General Mills, Pillsbury, International Multifoods, Cargill, and Peavey Co.

The Twin Cities provide cultural and recreational activity in great variety. The Minnesota Orchestra is one of the nation's oldest and most respected; its new music hall in downtown Minneapolis has been judged acoustically perfect. Each spring the Metropolitan Opera Company of New York presents a series of performances in Northrop Memorial Auditorium. The St. Paul Civic Orchestra, the Schubert Club, the Bach Society, the New Friends of Chamber Music Society, the St. Paul Civic Symphony, the St. Paul Chamber Orchestra, and many other musical organizations provide a wealth of activity for enjoyment or participation.

Two major art galleries are located in Minneapolis. Walker Art Center houses one of the world's finest collections of contemporary art and jade, and provides programs in the performing arts (dance, music, and theatre), films, and lectures, tours are available. The Minneapolis Institute of Arts has collections of American and European paintings and sculpture, decorative arts and period rooms, Oriental art, pre-Columbian art, and prints and drawings. The museum presents special exhibitions, and features an active program of film, music, classes, and special events for adults and young people. The museum contains an art library of 20,000 volumes, a museum shop, and a sales and rental gallery devoted to the work of area artists. Also noteworthy are the collections and exhibits of the University Gallery in Northrop Auditorium.

St. Paul's Arts and Science Center is one of the few facilities in the country to combine the visual arts, the performing arts, and the sciences in one building. It houses the city's major art gallery and the science museum, with research facilities. Several musical organizations perform at the center. The renovated Old Federal Courts Building will become the new home of the Arts and Science Council. The Permanent Collection Gallery of the Minnesota Museum of Art is in St. Paul.

Theatre is well-represented in the Twin Cities. The Guthrie Theater, nationally acclaimed for the depth and brilliance of its repertory performances, is in Minneapolis. The University Theatre and the Old Log Theatre give performances year-round, and the Theatre Guild brings major Broadway shows to St. Paul; the Chimera Theatre is also located in St. Paul. The University Showboat on the Mississippi River and the Peppermint Tent on the river bank provide summertime entertainment. Semiprofessional groups such as Theatre-in-the-Round, the Stagecoach, the Theatre of Involvement, and the Children's Theatre Company also perform regularly.

An outstanding point of interest is the Bell Museum of Natural History on the University of Minnesota's Twin Cities campus/Minneapolis.

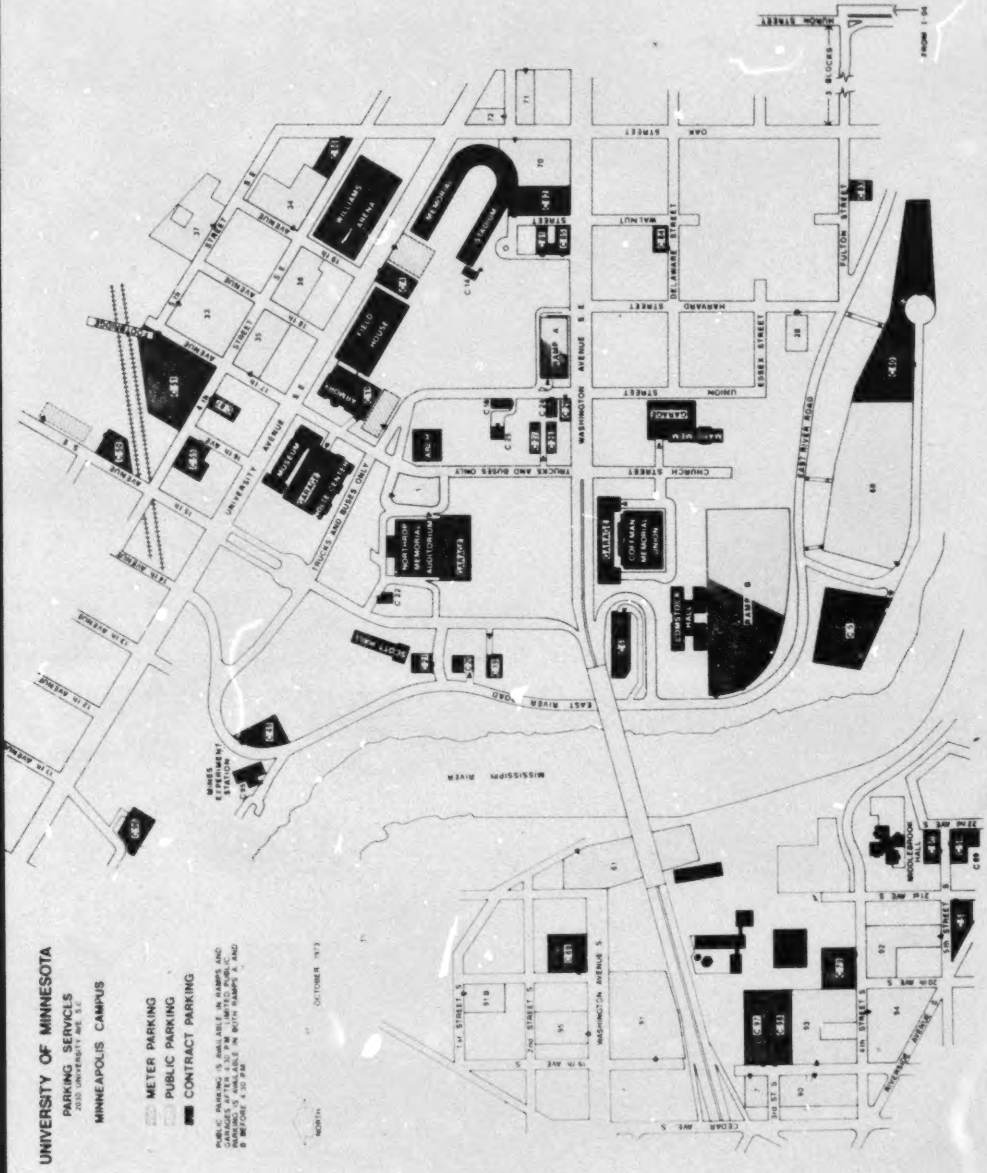
Four commercial television stations, two educational television stations, four daily newspapers, and a number of AM and FM radio stations serve the Twin Cities.

Spectator sports are popular. The Minnesota Twins of the American League (baseball) and the Minnesota Vikings of the National Football League play their home games in Metropolitan Stadium. There are also two professional ice hockey teams, the Minnesota North Stars of the National Hockey League, and the Minnesota Fighting Saints of the World Hockey Association. University of Minnesota sports events attract crowds to the campus.

The many lakes in the residential areas and hundreds more in the surrounding countryside offer swimming, boating, and fishing in summer, and ice skating, ice boating, snowmobiling, ski touring, and ice fishing in winter. Close at hand, the St. Croix, Mississippi, and Minnesota Rivers offer excellent opportunities for boating. There are several excellent ski areas nearby, fish and game abound, and the rolling countryside is suitable for bicycling and hiking. The average monthly temperature is 12 degrees in January, 45 in April, 73 in July, and 48 in October.

Two unique local events are the St. Paul Winter Carnival and the Minneapolis Aquatennial. The Minnesota State Fair in St. Paul is one of the nation's largest. A favorite spot for family outings is the Como Park Zoo in St. Paul.

The Department of University Relations will provide additional information about the Twin Cities upon request.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FIELD HOUSE
ARMORY
MUSEUM
NORTHROP MEMORIAL AUDITORIUM
COFFMAN MEMORIAL UNION
COMSTOCK HALL
SCOTT HALL
MIDDLEBROOK HALL
MINES EXPERIMENT STATION
RAMP A
RAMP B
GARAGE
UNIVERSITY AVENUE S.E.
WASHINGTON AVENUE S.E.
EAST RIVER ROAD
MISSISSIPPI RIVER
OAK STREET
WALNUT STREET
HARVARD STREET
UNION STREET
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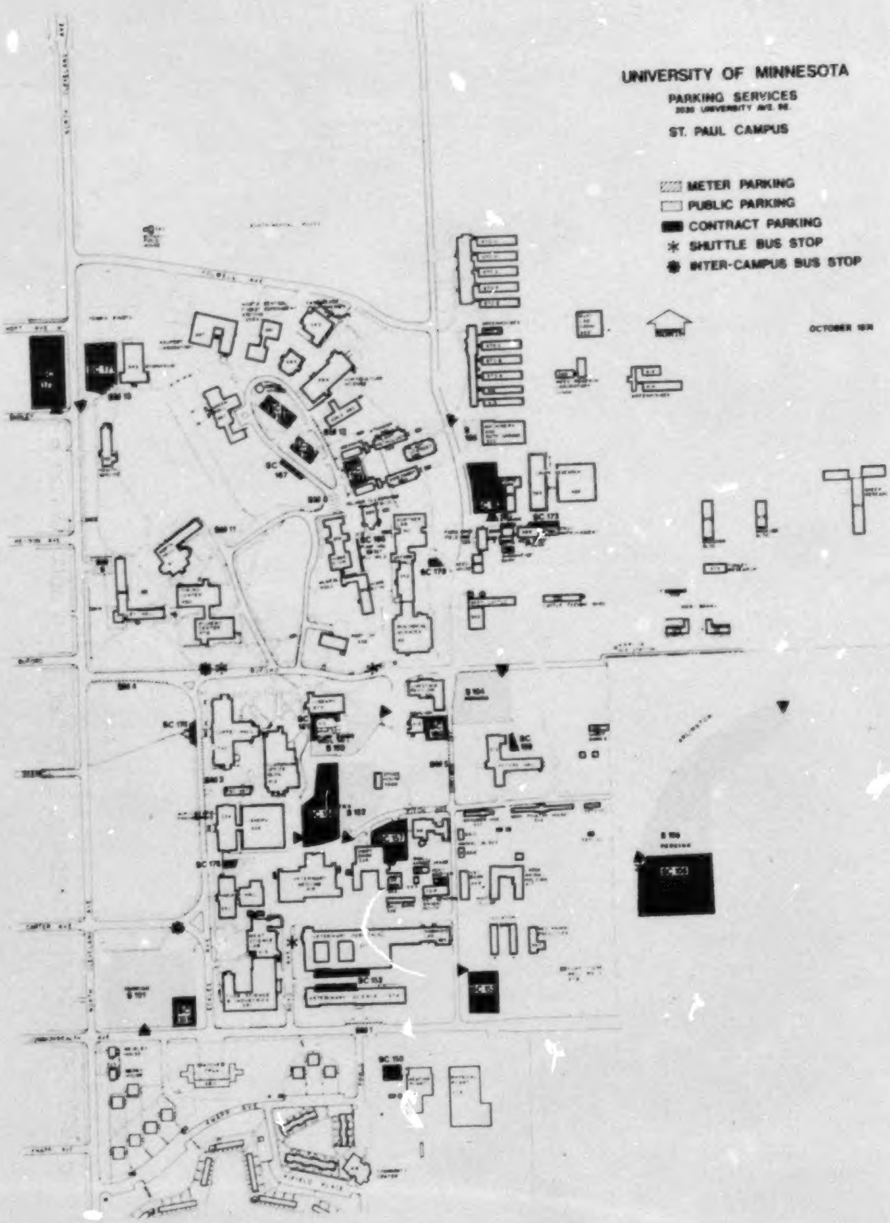
WASHINGTON AVENUE S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SC 150
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S 101
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